

University College  
Undergraduate and  
Graduate Bulletin  
2001 - 2003



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## 2001-2003 BULLETIN

Oglethorpe University is accredited by the Commission on Colleges of the Southern Association of Colleges and Schools (1866 Southern Lane, Decatur, Georgia 30033-4097; telephone (404) 679-4501) to award bachelor's degrees and master's degrees.

Oglethorpe makes no distinction in its admission policies or procedures on grounds of age, race, gender, religious belief, color, sexual orientation, national origin, or disability. This *Bulletin* is published by the Office of the University College, Oglethorpe University. The information included in it is accurate for the 2001-2003 academic years as of the date of publication, however, the programs, policies, requirements, and regulations are subject to change as circumstances may require. The listing of a course or program in this *Bulletin* does not constitute a guarantee or contract that it will be offered during the 2001-2003 academic years. Final responsibility for selecting and scheduling courses and satisfactorily completing curriculum requirements rests with the student.

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# Directory of Correspondence

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*President*

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**Financial Information:**

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*Vice President of Business and Finance*  
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*Director of the Business Office*

**Public Information and Public Relations:**

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*Director of Public Relations*

**Student Records / Transcripts:**

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*Registrar*

**Student Services:**

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*Vice President for Student Affairs*  
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*Director of University College*  
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*Chair and Faculty Coordinator*  
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Dennis Matthews  
Anne Rosenthal  
William Schulz III  
William Straley  
Jim Turner

**University Relations:**

Victoria L. Weiss  
*Vice President for University Relations*

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## Visitors

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Oglethorpe University welcomes visitors to the campus throughout the year. To ensure seeing a particular staff or faculty member, visitors are urged to make an appointment in advance. The University College office is open Monday – Thursday from 9:30 a.m. to 6:30 p.m., and Friday from 8:30 a.m. to 5:00 p.m. Other University administrative offices are open weekdays from 8:30 a.m. to 5:00 p.m. The Registrar, Business and Financial Aid Offices are also available to students on designated evenings during registration periods. All University offices close at 1:00 p.m. on Friday during the summer.

The telephone number for admission to University College's undergraduate and graduate degree program is (404) 364-8383. The University College e-mail address is [universitycollege@facstaff.oglethorpe.edu](mailto:universitycollege@facstaff.oglethorpe.edu) All other University offices can be reached by calling the switchboard at (404) 261-1441. Information about University College programs can be found on the Oglethorpe University website at [www.oglethorpe.edu](http://www.oglethorpe.edu).

This *Bulletin* is divided into the general, undergraduate, and MBA sections. Except where otherwise indicated, information in the general section pertains to all programs.

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# Table of Contents

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Directory of Correspondence .....	2
Visitors .....	3
Table of Contents .....	4
University College Undergraduate Calender .....	5
History .....	7
Presidents of the University .....	10
Campus Facilities .....	11
Tuition & Costs .....	15
Community Life .....	19
Educational Enrichment .....	23
Financial Assistance .....	27
Undergraduate Program .....	33
Academic Regulations and Policies .....	37
Undergraduate Programs of Study .....	47
Disciplines And Majors .....	50
Minors .....	54
Course Descriptions .....	59
Graduate Program in Business (M.B.A.) .....	83
Glossary of Oglethorpe Terms and Historical References ....	92

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# University College

## Undergraduate Calendar

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### Fall 2001

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#### Accelerated Session 1

Wed	August 29	First Day of Classes
Fri	August 31	Drop/Add Deadline
Mon	September 3	Labor Day Holiday
Tues	October 23	Last Day of Classes

#### Accelerated Session 2

Wed	October 24	First Day of Classes
Wed-Fri	November 21-23	Thanksgiving Holiday (Offices close at 1:00 p.m. on Wed., Nov. 21)
Tues	December 18	Last Day of Classes

### Spring 2002

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#### Accelerated Session 3

Wed	January 16	First Day of Classes
Fri	January 18	Drop/Add Deadline
Mon	January 21	Martin Luther King, Jr. Holiday
Tue	March 12	Last Day of Classes

#### Accelerated Session 4

Wed	March 13	First day of Classes
Fri	March 15	Drop/Add Deadline
Tues	May 7	Last Day of Classes
Sat	May 11	Commencement

### Summer 2002

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#### Accelerated Session 5

Mon	May 13	First Day of Classes
Wed	May 15	Drop/Add Deadline
Mon	May 27	Memorial Day Holiday
Thurs	July 4	July 4 <sup>th</sup> Holiday
Sat	July 6	Last Day of Classes

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**Accelerated Session 6**

Mon	July 8	First day of Classes
Wed	July 10	Drop/Add Deadline
Tues	August 27	Last day of Classes

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**Fall 2002**

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**Accelerated Session 1**

Wed	August 28	First day of class
Fri	August 30	Drop/Add deadline
Mon	September 2	Labor Day Holiday
Tues	October 15	Last day of classes

**Accelerated Session 2**

Wed	October 16	First day of class
Fri	October 18	Drop/Add deadline
Wed-Fri	November 27-29	Thanksgiving day Holidays (Offices close at 1:00 p.m. on Wed., Nov. 27)
Wed	December 11	Last Day of classes

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**Spring 2003**

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**Accelerated Session 3**

Tues	January 14	First day of class
Thurs	January 16	Drop/Add deadline
Mon	January 20	Martin Luther King, Jr. Holiday
Tues	March 11	Last day of classes

**Accelerated Session 4**

Wed	March 12	First day of class
Fri	March 14	Drop/Add deadline
Wed	May 7	Last day of classes
Sat	May 10	Commencement

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**Summer 2003**

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**Accelerated Session 5**

Mon	May 12	First day of classes
Wed	May 14	Drop/Add deadline
Mon	May 26	Memorial Day Holiday
Friday	July 4	Holiday
Mon	July 7	Last day of classes

**Accelerated Session 6**

Tues	July 8	First day of class
Thurs	July 10	Drop/Add deadline
Wed	August 27	Last day of class
Mon	September 1	Labor Day Holiday



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# History

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Old Oglethorpe University began in the early 1800s with a movement by Georgia Presbyterians to establish in their state an institution for the training of ministers. For generations, southern Presbyterian families had sent their sons to Princeton College in New Jersey, and the long distance traveled by stage or horseback suggested the building of a similar institution in the South.

Oglethorpe University was chartered by the state of Georgia in 1835, shortly after the centennial observance of the state. The college was named after James Edward Oglethorpe, the founder of Georgia. Oglethorpe University, which commenced actual operations in 1838, was thus one of the earliest denominational institutions in the South located below the Virginia line. The antebellum college, which began with four faculty members and about 25 students, was located at Midway, a small community near Milledgeville, then the capital of Georgia.

Throughout its antebellum existence the Oglethorpe curriculum consisted primarily of courses in Greek, Latin, classical literature, theology, and a surprising variety of natural sciences. Oglethorpe's president during much of this period was Samuel Kennedy Talmage, an eminent minister and educator. Other notable Oglethorpe faculty members were Nathaniel M. Crawford, professor of mathematics and a son of Georgia statesman William H. Crawford; Joseph LeConte, destined to earn world fame for his work in geology and optics; and James Woodrow, an uncle of Woodrow Wilson and the first professor in Georgia to hold the Ph.D. degree. Oglethorpe's most distinguished alumnus from the antebellum era was the poet, critic, and musician Sidney Lanier, who graduated in 1860. Lanier remained as tutor in 1861 until he, with other Oglethorpe cadets, marched away to war. Shortly before his death, Lanier remarked to a friend that his greatest intellectual impulse was during his college days at Oglethorpe University.

Old Oglethorpe in effect "died at Gettysburg." During the Civil War its students were soldiers, its endowment was lost in Confederate bonds, and its buildings were used for barracks and hospitals. The school closed in 1862 and afterward conducted classes irregularly at the Midway location. In 1870 the institution was briefly relocated in Georgia's postbellum capital of Atlanta, at the site of the present City Hall. Oglethorpe at this time produced several educational innovations and expanded its curriculum to business and law courses and offered the first evening college classes in Georgia. The dislocation of the Reconstruction era proved insurmountable, however, and in 1872 Oglethorpe closed its doors for a second time.

Oglethorpe University was rechartered in 1913, and in 1915 the cornerstone to the new campus was laid at its present location on Peachtree Road in north Atlanta. Present to witness the occasion were members of the classes of 1860 and 1861, thus linking the old and the new Oglethorpe University. The driving force behind the University's revival was Dr. Thornwell Jacobs, whose grandfather, Professor Ferdinand Jacobs, had served on the faculty of Old Oglethorpe. Thornwell Jacobs, who became Oglethorpe's president for nearly three decades, intended for the new campus to be a "living memorial" to James Oglethorpe. The distinctive Gothic revival architecture of the campus was inspired by the honorary *alma mater* of James Oglethorpe, Corpus Christi College, Oxford. The collegiate coat-of-arms, emblazoned with three boar's heads and the inscription *Nescit Cedere* ("He does not know how to give up"), replicated the Oglethorpe family standard. For the college athletic teams, Jacobs chose an unusual mascot – a small, persistent seabird which, according to legend, had inspired James Oglethorpe while on board ship to Georgia in 1732. The Oglethorpe University nickname "Stormy Petrels" is unique in intercollegiate athletics.

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Although Presbyterian congregations throughout the South contributed to the revival of Oglethorpe University, the school never reestablished a denominational affiliation. Since the early 1920s Oglethorpe has been an independent non-sectarian co-educational higher educational institution. Its curricular emphasis continued in the liberal arts and sciences and expanded into professional programs in business administration and education. From the 1920s through the 1940s, the institution received major contributions from several individuals. Some of the most prominent benefactors were: John Thomas Lupton, Coca-Cola bottler from Chattanooga, Tennessee; Atlanta business community members Harry Hermance and Mrs. Robert J. Lowry; and publisher William Randolph Hearst. The latter gave to Oglethorpe a sizable donation of land. In the early 1930s the Oglethorpe campus covered approximately 600 acres, including 30-acre Silver Lake, which was renamed Lake Phoebe after the publisher's mother, Phoebe Apperson Hearst.

During Thornwell Jacobs' tenure he launched several projects which brought national and even international repute to Oglethorpe University. In 1923 Jacobs discovered the tomb of James and Elizabeth Oglethorpe in Cranham, England. For about a decade Oglethorpe University was involved in major college athletics, and the Stormy Petrels fielded football teams that defeated both Georgia Tech and the University of Georgia. Perhaps Oglethorpe's most famous athlete was Luke Appling, enshrined in the Major League Baseball Hall of Fame. Dr. Jacobs in the 1930s became, however, one of the earliest and most articulate critics of misplaced priorities in intercollegiate athletics, and Oglethorpe curtailed development in this area. In the early 1930s Oglethorpe attracted widespread attention with its campus radio station, WJTL, named after benefactor John Thomas Lupton. Oglethorpe's University of the Air was a notable experiment, which lasted about five years, that broadcast college credit courses on the air waves. Oglethorpe University was one of the first institutions to confer honorary doctorates on national figures in order to recognize superior civic and scientific achievement. Among Oglethorpe's early honorary alumni were Woodrow Wilson, Walter Lippman, Franklin Roosevelt, Bernard Baruch, Amelia Earhart, and David Sarnoff.

Perhaps the best known of all of Jacobs' innovations was the Oglethorpe Crypt of Civilization, which he proposed in the November 1936 issue of *Scientific American*. This prototype for the modern time capsule was an effort to provide, for posterity, an encyclopedic inventory of life and customs from ancient times through the middle of the 20th century. The Crypt, sealed in the foundation of Phoebe Hearst Hall in 1940, is not to be opened until 8113 A.D. It has been hailed by the *Guinness Book of World Records* as "the first successful attempt to bury a record for future inhabitants or visitors to the planet earth."

In 1944 Oglethorpe University began a new era under Philip Weltner, a noted attorney and educator. With a group of faculty associates, Dr. Weltner initiated an exciting approach to undergraduate education called the "Oglethorpe Idea." It involved one of the earliest efforts to develop a core curriculum, with the twin aims "to make a life and to make a living." The Oglethorpe core, which was applauded by the *New York Times*, aimed at a common learning experience for students with about one-half of every student's academic program consisting of courses in "Citizenship" and "Human Understanding." After World War II, Oglethorpe University emphasized characteristics it had always cultivated, notably close personal relationships, in order to be, in Dr. Weltner's words, "a small college superlatively good." From 1965 through part of 1972 the institution was called Oglethorpe College. But the historical identity of Oglethorpe University was so strong that in 1972 the original chartered name was re-established. Oglethorpe continued toward its goals

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and in the late 1960s began a facilities expansion program which created a new part of the campus, including a modern student center and residential complex.

By the 1980s the Carnegie Foundation for the Advancement of Teaching had classified Oglethorpe in the category of Liberal Arts I (now referred to as Baccalaureate [Liberal Arts] Colleges I). These highly selective undergraduate institutions award more than half of their degrees in the arts and sciences. By the 1990s the University was listed favorably in the *Fiske Guide to Colleges*, *The Princeton Review Student Access Guide*, *Barron's 300 Best Buys in College Education*, *National Review College Guide – America's Top Liberal Arts Schools* and many other guides to selective colleges.

The student body, while primarily from the South, has become increasingly cosmopolitan; in a typical semester, Oglethorpe draws students from about 30 states and 30 foreign countries. The University has established outreach through its evening-weekend degree programs; teacher certification and a graduate program in education; a graduate program in business administration; and the Oglethorpe University Museum. The University is also home to the Georgia Shakespeare Festival.

As Oglethorpe University enters the 21st century, it has demonstrated continued leadership in the development and revision of its core curriculum, with efforts funded by the National Endowment for the Humanities. The historic district of the 100-acre campus has been designated in the National Register of Historic Places. Enrollment is about 1,300 with plans for controlled growth to about 1,500. Oglethorpe remains on the forefront of educational innovation, with a curriculum that features interactive learning. The University uses a variety of effective pedagogical techniques: perhaps most notable are the peer tutoring program, classroom learning that is actively connected to contemporary experience through internships and other opportunities for experiential education, and a unique program in urban leadership that invites students to consider ways in which they can become community leaders for the future. Reflecting the contemporary growth of the city of Atlanta, Oglethorpe has recently developed a distinctive international dimension. Students at the University may complement their campus programs with foreign studies at sister institutions in Argentina, France, Germany, Monaco, the Netherlands, Japan, Russia, Mexico, and Ecuador. As Oglethorpe University continues to grow, academically and materially, it is ever mindful of its distinguished heritage and will still remain, in the affectionate words of poet and alumnus Sidney Lanier, a “college of the heart.”

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## Presidents of the University

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Carlyle Pollock Beman, 1836-1840

Samuel Kennedy Talmage, 1841-1865

William M. Cunningham, 1869-1870

David Wills, 1870-1872

Thornwell Jacobs, 1915-1943

Philip Weltner, 1944-1953

James Whitney Bunting, 1953-1955

Donald Wilson, 1956-1957

Donald Charles Agnew, 1958-1964

George Seward, Acting, 1964-1965

Paul Rensselaer Beall, 1965-1967

Paul Kenneth Vonk, 1967-1975

Manning Mason Pattillo, Jr., 1975-1988

Donald Sheldon Stanton, 1988-1999

Larry Denton Large, 1999-

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# Campus Facilities

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Oglethorpe University's facilities are generally accessible to physically impaired students. All buildings on campus are equipped with either ramps or ground-floor entry. With the exception of Lupton Hall, the primary classroom and office buildings have elevators to all floors. Appointments with faculty members or administrators with inaccessible offices are scheduled in accessible areas. Only three classrooms are not accessible. When appropriate, classes are reassigned so that all classes are available to all students.

Smoking is prohibited in all campus buildings at Oglethorpe University. This includes classrooms, offices, labs, meeting rooms, lounge areas, restrooms, corridors, stairwells, the Library, the Field House, the Schmidt Center, the Student Center, and any other interior spaces in buildings.

## **Lowry Hall – Philip Weltner Library**

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The Philip Weltner Library is a recently remodeled and expanded facility that includes a formal reading room with an atrium, a glass-enclosed quiet reading room, and an after-hours reading room. In addition, there are numerous study rooms and carrels, as well as an audio-visual room. The Library of Congress classification is used in an open-stack arrangement allowing free access to users on all three floors.

The collection of over 165,000 volumes includes books, periodicals, and microforms, as well as audio-visual and machine-readable materials. More than 730 periodical subscriptions provide a wide range of current information.

The library has an on-line catalog and a computerized circulation system to aid the library patron. The library is a member of the library consortium of the Atlanta Regional Consortium for Higher Education, and participates in Galileo, a state-wide information network. The library is open seven days a week during the regular academic year.

## **Computer Facilities and Services**

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Every faculty office and appropriate staff office has a connection to the Oglethorpe computer network and through that intranet to the greater world of the Internet with all its resources. Access is also available through computers located in the library. In addition to communications through campus e-mail and Internet e-mail, the OUNet also connects users to the Voyager Library System, which provides access to the library's catalog, and to Galileo, the Georgia Library Learning Online service of the University System of Georgia. The Galileo system provides access to databases containing bibliographical information, summaries, and in many cases, full text of articles and abstracts.

University College students may obtain access to computing services by securing a user account and password from the University College Office or the Office of Network Resources (404) 364-8518. This account will enable students to log onto computers in the University's computer labs as well as the library resource computers in Weltner Library. University College students desiring a student e-mail account may make arrangements with Network Services to do so upon payment of a \$25.00 technology fee and a \$30.00 dial-up access fee.

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## E-mail and Computer Use Policy

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A policy has been established to ensure the proper use of Oglethorpe University's computer, network and telecommunication resources and services by its students, employees, independent contractors, and other computer users. All network users have the responsibility to use computer resources in an efficient, effective, ethical, and lawful manner. This policy, rules, and conditions apply to all users of computer, network and telecommunication resources and services, wherever the users are located. Violations of this policy may result in suspension of privileges to use the resources and services, disciplinary action, including possible termination or expulsion, and/or legal action.

Oglethorpe University has the right, but not the duty, to monitor any and all aspects of the computer and network systems, including employee and student e-mail, to ensure compliance with this policy. The computers and computer accounts given to employees and students are to assist them in the performance of their responsibilities and in attaining their educational goals. Employees and students should not have an expectation of privacy in anything they create, send, or receive on their network-attached computers. The computer, network and telecommunication systems belonging to Oglethorpe University may not be used in any manner which interferes with the University's educational and business purposes.

Computer users are governed by the following provisions, which apply to all use of computer and telecommunication resources and services. Computer and telecommunication resources and services include, but are not limited to, the following: host computers, file servers, workstations, stand-alone computers, laptops, software, and internal or external communications networks (Internet, commercial online services, bulletin board systems, and e-mail systems) that are accessed directly or indirectly from Oglethorpe University's computer facilities.

This policy may be amended or revised periodically as the need arises.

1. The term "users," as used in this policy, refers to all employees, students, independent contractors, and other persons or entities accessing or using Oglethorpe University's computer, network and telecommunication resources and services.

2. Users must comply with all software licenses, copyrights, and all other state and federal laws governing intellectual property.

3. Fraudulent, harassing, obscene, or other unlawful material may not be sent by e-mail or other form of electronic communication or displayed on or stored in Oglethorpe University's computers. Users encountering or receiving such material should immediately report the incident to security or their supervisor or, in the case of students, the appropriate faculty member or University official.

4. Users should use the same care in drafting e-mail and other electronic documents as they would for any other written communication. Anything created on the computer is accessible and may be reviewed by others.

5. Users may not install software onto University owned computers or the network without first receiving express authorization to do so from Network Resources.

6. Users shall not forward e-mail to any other person or entity without the express permission of the sender.

7. Users should not alter or copy a file belonging to another user without first obtaining permission from the owner of the file. The ability to read, alter or copy a file belonging to another user does not imply permission to read, alter, or copy that file.

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8. The computer, network and telecommunication resources and services of Oglethorpe University may not be used for the transmission or storage of commercial or personal advertisements, solicitations, promotions, destructive programs (viruses and/or self-replicating code), political material, or any other unauthorized use.

9. Users are responsible for safeguarding their passwords for the system. Individual passwords should not be printed, stored on-line, or given to others. Users are responsible for all transactions made using their passwords.

10. A user's ability to connect to other computer systems through the network does not imply a right to connect to those systems or to make use of those systems unless specifically authorized by the operators of those systems.

11. Oglethorpe University is not responsible for the actions of individual users.



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# Tuition and Costs

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Tuition and fees for University College undergraduate and graduate programs are listed below for 2001-2002. Tuition reflects cost per course. Tuition and fees are subject to change without prior notice to students.

### **TUITION**

<b><u>PROGRAM</u></b>	<b><u>2001-2002</u></b>
Undergraduate (3 credit)	\$910 per course
MBA (per credit)	\$380 per hour
Audit of Undergraduate Course	\$600 per course

<b><u>FEES (if applicable)</u></b>	
Degree Completion	\$75
Photography Class	\$55
Studio Art Class	\$55
Film Lab Fee	\$200
Science Lab Fee	\$75
Technology Fee	\$25

Payment of tuition and fees is due at the time of registration each semester. Failure to make the necessary payments will result in the cancellation of the student's registration. Students receiving financial aid are required to pay the difference between the amount of their aid and the amount due by the deadline.

### **Employer Reimbursement**

Arrangements can be made for those students whose employers pay all or part of their tuition and fees. At the beginning of each semester (at the time of registration), students must complete a Deferred Payment Option: Employer Reimbursement form for their course fees and pay a 25% down payment, plus a \$25 administration fee. The balance is due from the employer or the student 30 days after class/session ends. Student accounts that are delinquent will be subject to late fees and finance charges. Registration for future sessions will be withheld on accounts with a past due balance.

### **Drop/Add**

Students who find it necessary to change their enrollment by dropping or adding courses must do so by obtaining a Drop/Add form from the University College Office. This form must be completed and returned to the University College Office during the Drop/Add period.

Students should note that any change of academic schedule must be cleared by the University College Office. The date the change is received in the University College Office will be the official date for the change.

### **Withdrawal**

After the Drop/Add period, the professor must approve the change in schedule. The professor may issue one of the following grades: Withdrew Passing (W), Withdrew Failing (WF), or may refuse to approve the withdrawal. In order to

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receive a refund, the student must officially drop the class by the date specified in the Class Schedule.

If a student must withdraw from a class or the University, an official withdrawal form must be obtained from the University College Office. The instructor, the University College advisor, Registrar and the Director of Financial Aid must sign the withdrawal form. The withdrawal form must have all signatures and be returned to the University College Office within 3 days. Not attending class does not constitute an official withdrawal. Students who do not officially withdraw from a class will be held financially responsible for the class.

## **Institutional Refund Policy**

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The establishment of a refund policy is based on the University's commitment to a fair and equitable refund of tuition and other charges assessed under appropriate circumstances. While the University advances this policy, it should not be interpreted as a policy of convenience for students to take lightly their responsibility and their commitment to the University. The University has demonstrated a commitment to students by admitting and providing the necessary programs and expects students to reciprocate that commitment.

If a student must withdraw from a course or from the University, an official withdrawal form must be obtained from the University College Office. The date on which the Registrar receives the official form signed by all required personnel will be the date used for calculation of a refund for withdrawal or Drop/Add. All students must follow the procedures for withdrawal and Drop/Add in order to receive a refund. Students are reminded that all changes in their academic programs must be cleared through the University College Office. Arrangements made only with a professor will not be recognized as an official change of schedule.

All tuition and class related fees are subject to the following refund schedule.

<b>Withdrawal/Changes by the end of the 3rd day of the session .....</b>	<b>100%</b>
<b>Withdrawal/Changes by the end of the 5th day of the session .....</b>	<b>75%</b>
<b>Withdrawal/Changes by the end of the 7th day of the session .....</b>	<b>50%</b>
<b>Withdrawal/Changes by the end of the 10th day of the session .....</b>	<b>25%</b>

*Deadlines end at 5 p.m. All dates are published in the Class Schedule.*

As noted above students who do not officially withdraw from a class will be financially responsible for the class. All tuition refund requests will be processed within two weeks from the date of withdrawal.

## **Important Note for University College Undergraduates**

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Eligibility for financial assistance is calculated on a semester basis, therefore the refund policy must also be based on the same enrollment period.

(A) A student who completely withdraws from all courses in the first session of a particular semester, and who does not plan to return within that semester, will be subject to the applicable Federal Return of Title IV Funds and/or Institutional Refund policies.

(B) A student who completely withdraws from all courses in the first session, but states in writing to the Office of Financial Aid that she/he will return in the next immediate session within the semester, is subject to the Institutional Refund Policy only. However, should the student not return in the subsequent session, any

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refund calculations will be reevaluated to consider the federal policies, where applicable.

(C) Students successfully completing the first session of a given semester who do not return in the second, subsequent session will only be subject to institutional policies. This also applies to students who do return but then drop one or more courses in the second session.

## **Financial Obligations**

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A student who has not met all financial obligations to the University will not be allowed to register for courses in subsequent academic sessions; he or she will not be allowed to receive a degree from the University; and requests for transcripts will not be honored.

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# Community Life

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## **Student Rights and Responsibilities**

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Students of Oglethorpe University have specific rights and responsibilities, including: the right to freedom of expression and peaceful assembly, the right to the presumption of innocence and procedural fairness in the administration of discipline; and the right of access to personal records.

As members of the Oglethorpe community, students have the responsibility to maintain high standards of conduct and to respect the privacy, feelings and property of other students and the University. Students are expected to display behavior which is not disruptive of campus life or the surrounding community. As representatives of the University they are expected to act in a law-abiding and responsible fashion. All students are subject to regulations and actions as set forth in the University's student handbook, *The O Book*.

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## **Student Role in Institutional Decision Making**

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Student opinion and views play a significant role in institutional decisions affecting their interests and welfare. A comprehensive standardized student opinion survey is administered to students annually. A Student Advisory Committee (SAC), comprised of University College students who take an active interest in the issues that affect the programs, services and students of University College was formed in 1998. The SAC provides an important line of communication between the students and the administration of both University College and Oglethorpe University. The advisory committee meets regularly. Participation is open to all currently enrolled University College students.

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## **Cultural Opportunities on Campus**

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There are numerous cultural opportunities for students outside the classroom. The University Program Committee sponsors concerts, theatrical productions, poetry readings, and lectures by visiting scholars. The Mack A. Rickard lectures expose students to leaders in business and other professions. The University Singers perform frequently during the year, including seasonal events, and often feature guest artists. Oglethorpe University Museum, located on the third floor of Philip Weltner Library, sponsors exhibitions and lectures on associated subjects in the museum. The Playmakers stage several productions each year in the Conant Performing Arts Center. Two annual events, the Oglethorpe Night of the Arts and International Night, provide a showcase for campus talent. The former presents student literary, musical, and visual arts. The latter features international cuisine and entertainment. The Georgia Shakespeare Festival, theatre in residence on campus, is a valuable cultural asset to the Oglethorpe community.

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## **Food Service**

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A variety of food options are available on campus in the evening. Healthy snacks, salads and sandwiches are available in Café Oglethorpe, a coffee shop located in Goodman Hall. Deli sandwiches, personal pizzas, and a full service cafeteria line are available in the Emerson Student Center. Vending machines and a microwave are located in the basement lounge of Hearst Hall.

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# Policy on Discriminatory and Sexual Harassment

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Oglethorpe University places a high value on the dignity of the individual, an appreciation for human diversity, and on an appropriate decorum for members of the campus community. Harassing behavior can seriously interfere with the work or study performance of the individual to whom it is addressed. It is indefensible when it makes the work, study or living environment hostile, intimidating, injurious or demeaning.

It is the policy of the University that students and employees be able to work, study, participate in activities and live in a campus community free of unwarranted harassment in the form of oral, written, graphic or physical conduct which personally frightens, intimidates, injures or demeans another individual. Discriminatory harassment directed against an individual or group that is based on race, gender, religious belief, color, sexual orientation, national origin, disability or age is prohibited. Discriminatory harassment is defined as unwelcome oral, written, or physical conduct directed at the characteristics of a person or group such as negative name calling and imitating mannerisms, slurs, graffiti, or the physical act of aggression or assault upon another which interferes with the individual's employment or education, or creates an intimidating, hostile or offensive employment or educational environment.

In addition, sexual harassment of a student by another student, of a student by an employee, of an employee by a student, or of an employee by another employee will not be tolerated and is prohibited. Any unwelcome sexual advance, requests for sexual favors, verbal or physical conduct of a sexual nature, or any verbal conduct that might be construed as a sexual slur that: (1) interferes with performance or creates a hostile, offensive or intimidating environment and/or (2) is an expressed or implied condition imposed by a faculty member for evaluation or grading a student, or by an employee for evaluating job performance or advancement of a subordinate or colleague, will be viewed as misconduct.

## **Discriminatory and Sexual Harassment Grievance Procedures**

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Oglethorpe University has adopted an internal grievance procedure providing for the prompt and equitable resolution of complaints alleging any action prohibited by regulations under Title VI, Title VII, Title IX, Section 504, the Age Discrimination Act, and the Americans with Disabilities Act. The following university officials have been designated to respond to allegations regarding violations of any of these regulations: Vice-President for Student Affairs and Community Life (Dr. Artie L. Travis, Emerson Student Center, 404-364-8335), the Provost (Dr. Christopher Ames, Lupton Hall, 404-364-8317), the Associate Dean for Administration (Ms. Linda W. Bucki, Lupton Hall, 404-364-8325), or the Director of Counseling (Dr. Bonnie L. Kessler, Emerson Student Center, 404-504-3415).

Complaints alleging misconduct as defined in this policy on discriminatory and sexual harassment should be reported within 90 days of the alleged offense. Complainants may seek informal or formal resolution. All complainants must complete a written Discriminatory Harassment Incident Report which may be obtained from any of the aforementioned officials.

Complainants are encouraged to explore informal resolution before filing a formal complaint. Informal resolution focuses on communication, education, and

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resolution while formal procedures focus on investigation and discipline. Informal complaints will be resolved within 15 working days with a written resolution given to each of the parties involved. If the situation results in an impasse, the complainant will be given a notice of impasse within 15 working days from the filing of the incident. If a notice of impasse is given and the complainant wishes to file a formal written complaint, the complainant must do so within 30 working days of the date of notice of impasse unless a waiver in filing time is requested.

When a formal complaint is filed an investigation will be initiated. The alleged harasser will be given 10 days to provide a signed response to the requesting official. A copy will be provided to the complainant. If the alleged harasser fails to respond, the presumption will be made that allegation(s) in the complaint are true. A written determination will be issued to the complainant within 60 working days of the receipt of the formal written complaint. If the procedure requires an extension of time, the complainant will be informed in writing of the reasons, the status of the investigation, and the probable date of completion.

If the complainant disputes the findings or is dissatisfied with the recommendations, the complainant may request reconsideration of the case to the President, Dr. Larry D. Large, in writing within 45 working days of receipt of the written determination. Complainants also have the right to file with the appropriate state or federal authorities under Title VI, Title VII, Title IX, Section 504, the Age Discrimination Act, and Americans with Disabilities Act.

Cases that may require disciplinary action will be handled according to the established discipline procedures of the University. Student organizations in violation of this policy may be subject to the loss of University recognition. Complaints shall be protected from unfair retribution.

Nothing in this policy statement is intended to infringe on the individual rights, freedom of speech, or academic freedom provided to members of the Oglethorpe community. The scholarly, educational, or artistic content of any written or oral presentation or inquiry shall not be limited by this policy. Accordingly, this provision will be liberally construed but should not be used as a pretext for violation of this policy.

## **The O Book**

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*The O Book* is the student's guide to Oglethorpe University. It contains thorough information on the history, customs, traditional events, and services of the University, as well as University regulations. It also contains the full texts of the Oglethorpe University Honor Code, the E-mail and Computer Use Policy and the Constitution and By-laws of the Oglethorpe Student Association. This handbook outlines the policies for recognition, membership eligibility, and leadership positions for campus student organizations and publications.

## **Awards**

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### **Presented at Commencement or at Honors and Awards Convocation**

**Chiaroscuro Juried Art Show Awards:** These awards are presented to the artists who submit the best drawings, sculpture, photographs, and paintings to the annual student art show sponsored by Chiaroscuro, Oglethorpe Art department, and area art supply stores.

**University College Award:** This award is presented to the UC undergraduate student in the graduating class who has the highest grade-point average on work completed at Oglethorpe. The recipient must have completed at least 45 semester hours of course work in residence.



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# Educational Enrichment

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## Career Services

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The Career Services office provides resources to assist students in making responsible decisions and strategies regarding career options and job search plans. These resources include a career library with information available from books, computers, video tapes, the job search, and prospective employers. SIGI PLUS, a computer-assisted career guidance program and other job search programs, are available by appointment to explore options and employers that match individual career interests. Workshops on resume writing, interviewing and job search techniques are presented each semester to prepare students for the workplace.

In addition, a number of prospective employers send recruiters to the campus each year for the purpose of conducting on-campus interviews. Current information on permanent, summer, and part-time job opportunities is made available to students and alumni on a job board. Resume referrals to employers are made for seniors and alumni who register for the service.

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## Experiential Education

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Beginning in the sophomore year, students can opt to further refine their career plans through internships. These programs provide practical experience to complement the academic program, as well as give students the opportunity to test the reality of their career decisions and gain work experience in their major fields of interest. Students who are already employed must be able to alter their work schedule and duties for a minimum of 15 weeks to accommodate an internship.

Internships have been available in a large variety of local businesses and organizations including Deloitte and Touche, Atlanta Historical Society, CNN, Zoo Atlanta, IBM, Centers for Disease Control and Prevention, and The Carter Center, to name only a few. In addition to these Atlanta-based internships, Oglethorpe also is affiliated with two organizations in the nation's capital where students from all majors can serve as interns in the Washington, D.C. area. These organizations are The Washington Center and The Washington Semester Program of American University.

Internship opportunities are available in most majors for students who: (1) demonstrate a clear understanding of goals they wish to accomplish in the experience and (2) possess the necessary academic and personal background to accomplish these goals. A minimum grade-point average of 2.0 is required to apply for internships. Transfer students must complete one semester at Oglethorpe prior to participation. Every internship requires a statement of academic objectives and requirements developed in consultation with the student's faculty internship supervisor. Upon successful completion of the internship, the student is awarded academic credit in recognition of the learning value of the experience, up to a maximum of 12 hours.

Students who are interested in an internship experience should first consult with their University College Advisor and then visit the Office of Career Services in Goodman Hall. If no academic credit is needed or sought, a non-credit internship can be arranged, utilizing the resources provided by Career Services.

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## Learning Resources

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The Learning Resource Center (LRC) provides support at no additional cost for students with learning disabilities, attention deficits, and other learning difficulties. Professional documentation of disability is required for services and is the responsibility of the student. Qualified students are provided with appropriate modifications of regular academic class work.

The Learning Resource Director's office is located in Goodman Hall. Services provided include priority registration, alternative testing format, auxiliary aids and services, and learning strategies workshops. The Director acts as liaison and referral among the students, faculty, Academic Resource Center, and other campus organizations and services. This program is provided to ensure that all students may participate fully in the Oglethorpe experience. For additional information and guidelines for requesting services from LRC, visit the website at [www.oglethorpe.edu/academics/LRC](http://www.oglethorpe.edu/academics/LRC)



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# Financial Assistance

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## Programs

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Oglethorpe University offers a variety of strategies and resources to keep the net cost of an Oglethorpe education affordable. Students interested in financial aid should complete the Free Application for Federal Student Aid (FAFSA,) which serves as the approved needs-analysis form by which students may apply for the following need-based programs: Federal Pell Grant, Federal Supplemental Educational Opportunity Grant, Federal Perkins Loan, Federal Work-Study, Federal Stafford Loan. After a student submits the FAFSA to the federal processor, the school will receive from the processor an Institutional Student Information Record (ISIR). Upon acceptance to the University and receipt of the student's ISIR, Oglethorpe's financial aid professionals will prepare a comprehensive financial aid package, which may include assistance from any one or more of the following sources:

**Georgia Tuition Equalization Grant (GTEG)** is available for Georgia residents who are full-time degree-seeking students. The program was established by an act of the 1971 Georgia General Assembly. The Georgia Student Finance Authority defines the program in this way: "The purpose of the Act is to provide tuition assistance to Georgia resident students who are desirous of pursuing their higher education goals in a private Georgia college or university but find the financial cost prohibitive due primarily to high tuition of these educational institutions in comparison to public schools which are branches of the University System of Georgia." All students must complete an application and verify their eligibility for the grant. In the 2000-2001 school year, this grant was \$1050 per academic year. Financial need is not a factor in determining eligibility. A separate application and proof of residency is required.

**HOPE Scholarships** of \$1,500 per semester are available to Georgia residents who have graduated from an eligible high school in 1996 or later, with at least a 3.0 grade-point average. Georgia residents who do not qualify under these guidelines but have now attempted 30 or more semester hours (45 quarter hours) with a 3.0 grade-point average or higher may also be eligible. The applicant must be a Georgia resident for one year prior to attendance at any college or university in Georgia. Applicants must be registered as full-time, degree-seeking students at a participating Georgia private college or university. Students entering the HOPE Scholarship program for the first time after attempting 30 or 60 semester hours should be aware that their grade-point average is calculated to include all attempted hours taken after high school graduation. Recipients of the Scholarship are required to maintain a 3.0 or higher cumulative grade-point average for reinstatement. For more information, contact the HOPE Scholarship Program (770) 414-3085 or 1-800-546-HOPE.

**Federal Pell Grant** provides non-repayable grants to undergraduate students. Eligibility is determined from the FAFSA.

**Federal Supplemental Educational Opportunity Grants (FSEOG)** are non-repayable grants awarded to undergraduate students with exceptional financial need. Priority is given to Federal Pell Grant recipients.

**Federal Work-Study Program (FWSP)** permits a student to earn part of his or her educational expenses. The earnings from this program and other financial aid cannot exceed the student's financial need. Students eligible for this program work part-time on the Oglethorpe campus.

**Federal Perkins Loans** are long-term, low-cost educational loans to students who have demonstrated need for such assistance. For undergraduate students

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priority is given to Federal Pell Grant recipients. Interest is charged at a five percent annual rate beginning nine months after the borrower ceases to be at least a half-time student (a minimum course load of six semester hours). Information regarding repayment terms, deferment and cancellation options are available in the Office of Financial Aid.

**Federal Stafford (Subsidized and Unsubsidized) Loans** are long-term loans available through banks, credit unions, and other lending institutions. Students must submit the FAFSA and attend at least half-time to receive consideration. A separate loan promissory note is also required. Information regarding repayment terms, deferment and cancellation options are available in the Office of Financial Aid.

**Federal PLUS Loans** are relatively long-term loans available through banks, credit unions, and other lending institutions for parents of dependent students. Parents desiring to seek a loan from this program should consult with the Office of Financial Aid for additional information.

**The Harold Hirsch Scholarship for Non-Traditional Students** is provided by the Harold Hirsch Scholarship Fund of Atlanta. The fund provides annual scholarship assistance for degree-seeking students in the evening program. Harold Hirsch Scholars must have at least a 3.0 grade-point average and leadership ability, as well as financial need. Applications may be obtained in the University College Office.

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## Student Emergency Loan Funds

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**The Olivia Luck King Student Loan Fund** provides short-term loans to enrolled students from Georgia. The fund was established in memory of Mrs. King by her husband, Mr. C. H. King of Marietta, Georgia. Mrs. King was a member of the class of 1942, and Mr. King received his master's degree from Oglethorpe in 1936.

**The David N. and Lutie P. Landers Revolving Loan Fund** provides short term loans for needy and deserving students. The fund was established by a bequest from the estates of Mr. and Mrs. Landers of Atlanta.

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## Academic Policies Governing Student Financial Aid

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Applicants for federal aid, state grants or insitutional need-based programs must be making satisfactory progress toward the completion of their degree requirements and be in good academic standing with the University in order to receive financial aid consideration. Students must meet at least the following requirements:

1. **Satisfactory Completion Ratio** – Students must satisfactorily complete at least 75 percent of the cumulative course work attempted at Oglethorpe University. Unsatisfactory grades which count against the student's progress are:

D - If a "C" or better is required for the major

F - Failure

FA - Failure by Absence

W - Withdrew

WF - Withdrew Failing

I - Incomplete

NG - No Grade

U - Unsatisfactory

AU - Audit

2. **Repeated Courses** – Courses that are being repeated will not be considered

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when determining financial aid eligibility unless a grade of at least a “C” is required to fulfill the degree requirements. The student must notify the Office of Financial Aid if a course is being repeated.

**3. Good Academic Standing and Maximum Time Frames** – Students must remain in good academic standing by achieving the minimum cumulative grade-point average and by completing their degree requirements within the maximum time frames listed below:

Number of Hours Earned	Minimum Cumulative Grade-Point Average	Maximum Years to Complete*
0-24	1.50	1
25-35	1.50	2
36-48	1.75	2
49-59	1.75	3
60-72	2.0	3
73-96	2.0	4
97-120	2.0	5
121-144	2.0	5

*\* Based upon full-time enrollment. The maximum time frame for students enrolled part time will be pro-rated. Students who earn over 144 hours will not be eligible for financial aid unless approved through the appeal process.*

**4. Academic Standing Consistent with Graduation Requirements** – Students who have completed their second academic year (measured as a period of time, not grade level) must maintain at least a 2.0 cumulative grade-point average in order to be academically consistent with Oglethorpe University’s graduation requirements.

**5. Annual Review** – The satisfactory progress requirements will be reviewed at the completion of each spring semester. If the student is not meeting these requirements, written notification will be sent to the student placing them on “Financial Aid Probation” for the fall semester. The student may continue to receive aid during this probationary period but will be encouraged to enroll in summer session courses at Oglethorpe University in order to make up the deficiency. Any student who is not in compliance with the requirements by the end of the fall probationary period will not be eligible for financial aid for the spring or subsequent sessions until the requirements are met or a written appeal is submitted and approved.

**6. Appeal Process** – If significant mitigating circumstances have hindered a student’s academic performance and the student is unable to make up the deficiencies by the end of the financial aid probationary period, the student may present those circumstances in a written appeal to the Admission and Financial Aid Committee. Documentation to support the appeal, such as medical statements, should also be presented. The appeal should be submitted to the Office of Financial Aid by the first of the month prior to the term begin date in order to receive consideration at the next committee meeting. The student will be notified in writing if the appeal has been approved or denied.

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## Application Procedure

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Students applying for the Georgia Tuition Equalization Grant and HOPE Scholarship programs must submit a Georgia Tuition Equalization Grant Application



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which may be obtained from the Office of Financial Aid.

The application procedures for the Federal Pell Grant, Federal Supplemental Educational Opportunity Grant, Federal Perkins Loan, Federal Stafford Loan, and Federal Work-Study Program are as follows:

- Apply and be admitted as a regular degree-seeking student.
- Complete the Free Application for Federal Student Aid (FAFSA). Students should make a copy of the FAFSA before mailing it to the federal processor. Oglethorpe's Federal School Code is 001586.
- Keep copies of all federal income tax returns, etc. as these documents may be required in order to verify the information provided on the FAFSA.
- Complete Oglethorpe's University College Financial Aid Application which is available from the Office of Financial Aid.
- New students who are determined to be eligible for the Federal Work-Study Program must complete the Student Employment Application form. This form will be mailed during the awarding cycle to those students who will be first-time recipients in this program.
- If eligible for a Federal Stafford Loan, a Master Promissory Note must be completed. Generally, loans are certified electronically and once guaranteed, a promissory note will be generated. Students are notified to come to the Office of Financial Aid to complete the note, or the note may be mailed to the student for completion. The Master Promissory Note is valid for ten years unless you change schools or your lender.

## **Federal Aid Eligibility Requirements**

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- Demonstrate financial need (exception: Federal Unsubsidized Stafford Loan).
- Have a high school diploma or a General Education Development (GED) certificate or pass an independently administered test approved by the U.S. Department of Education.
- Be enrolled as a regular degree-seeking student in an eligible program
- Be a U.S. citizen or eligible non-citizen.
- Generally, have a social security number.
- Register with Selective Service, if required.
- Must not owe a refund on any grant or loan; not be in default on any loan or have made satisfactory arrangements to repay any defaulted loan; and not have borrowed in excess of the loan limits, under Title IV programs, at any institution.
- Make satisfactory academic progress. Refer to the Academic Policies Governing Student Financial Aid.
- May not be a member of a religious community, society, or order who by direction of his or her community, society or order is pursuing a course of study at Oglethorpe, and who receives support and maintenance from his or her community, society, or order.

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**Financial Aid regulations require disbursement of funds on a semester schedule. The University College undergraduate program offers two, eight-week sessions per semester. Therefore students on financial aid *must* register for two sessions at a time: Sessions 1 & 2, Sessions 3 & 4, and Sessions 5 & 6.**

## **Payment of Awards**

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All awards, except Federal Work-Study earnings, and some Federal Stafford Loans, are disbursed by means of a direct credit to a student's account. Only when a student's file is complete can aid be credited to the account.

## **Return of Title IV Funds**

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If a student completely withdraws from Oglethorpe University during the first 60% of the payment period and has received federal student financial assistance, the school must calculate the amount of federal funds the student "did not earn." This process is required to determine if the school and/or the student must return funds to the federal programs.

The percentage "not earned" is the complement of the percentage of federal funds "earned." If a student withdraws completely before completing 60 percent of the payment period, the percentage "earned" is equal to the percentage of the payment period that was completed. If the student withdraws after completing 60 percent of the payment period, the percentage earned is 100 percent. If the student has received more federal assistance than the calculated amount "earned," the school, or the student, or both, must return the unearned funds to the appropriate federal programs.

The school must return the lesser of: the amount of federal funds that the student does not earn; or the amount of institutional costs that the student incurred for the payment period multiplied by the percentage of funds "not earned." The student must return (or repay, as appropriate) the remaining unearned federal funds. An exception is that students are not required to return 50 percent of the grant assistance received that is their responsibility to repay.

It should be noted that the **Institutional Refund Policy** and the federal **Return of Title IV Funds Policy** are separate and distinct. Students who completely withdraw after the Oglethorpe's refund period has passed and before the 60% point of the payment period may owe a balance to the University previously covered by federal aid. Students receiving federal assistance are advised to consult the Office of Financial Aid before initiating the withdrawal process to see how these new regulations will affect their eligibility.

Regulations require the return of funds in the following order:

1. Unsubsidized Federal Stafford loans
2. Subsidized Federal Stafford loans
3. Federal Perkins loans
4. Federal PLUS loans
5. Federal Pell Grants
6. Federal Supplemental Educational Opportunity Grants (FSEOG); and
7. Other federal aid programs.

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# Undergraduate Programs

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## University College Undergraduate Degree Programs

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University College offers an undergraduate curriculum for the adult student that builds on the foundation of a liberal arts education and aims to enhance students' skills in critical thinking, communications, and basic academic competencies. The underlying vision of the program reflects the two-fold philosophical and institutional mission of Oglethorpe University and its commitment to making a life and making a living. The degree requirements include general education courses designed to assure that each graduate acquires a broad, comprehensive liberal education. In addition, study in a major field and the integration of theory and practice provide educational experiences which develop the student's knowledge and abilities. The total experience is designed to be of lasting benefit as a source for personal growth, professional renewal, and career advancement.

### Admission as an Undergraduate Degree-Seeking Student

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In order to be admitted as a regular undergraduate degree student in University College, a student should:

1. Be at least 21 years of age.
2. Have graduated from an accredited high school.
3. Provide transcripts from all colleges attended and have at least a 2.3 cumulative grade-point average on all college work attempted in the last two years.

### International Students and English Proficiency

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Admission to Oglethorpe is open to qualified students from all countries. Students who are able to provide evidence of suitable academic background, adequate financial resources, and seriousness of purpose are eligible to apply.

All students from countries where English is not the native language must meet one of the following requirements to be considered for admission:

1. Complete level 109 from ELS, Inc. Language Center
2. Score a minimum of 550 on the TOEFEL (Test of English as a Foreign Language).
3. Score 480 or more on the verbal section of the International Scholastic Assessment Test.
4. Have a combined 2.5 grade point average with no grade below a 'C' in two English composition courses from a AACRAO (American Association of Collegiate Registrars and Admissions Officers) accredited college or university.
5. Earn a grade of 'C' or better in G.C.E. or G.S.C.E. examinations or their equivalent.

An international student's secondary school credentials are subject to the acceptance criteria stated for his or her country in the AACRAO World Education Series, governed by the National Council on the Evaluation of Foreign Educational Credentials, 1717 Massachusetts Avenue, N.W. Washington, D.C. 20036. An international student's post secondary foreign educational credentials must be submitted to Josef

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Silney and Associates, Inc., for evaluation. An application for evaluation can be obtained in the University College Office.

## **Transfer Students and Transfer Policies**

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Students who wish to transfer to Oglethorpe from other regionally accredited colleges are welcome to apply, provided they are in good standing at the last institution attended. They are expected to follow regular admission procedures and will be notified of the decision of the University College.

Most financial aid awards and scholarships are available to transfer students as well as first-time freshmen.

Transfer students must submit transcripts of all current and previous college work. A separate official transcript from each college attended must be received before any action will be taken on the application. High school records are not required of students having more than one full year of transferable credit, unless they will be applying for financial assistance.

Oglethorpe University will accept for transfer credit courses comparable to University courses which are applicable to a degree program offered at Oglethorpe. Acceptable work must be shown on an official transcript and must be completed with a grade of "C-" or better. Oglethorpe does not accept a "D" grade as transfer credit.

Transfer students on probation or exclusion from another institution will not be accepted. Transfer students must have a minimum grade-point average of 2.3 (on a 4.0 scale) on all college work attempted in the last two years to be considered for admission.

Oglethorpe University will accept as many as 30 hours of United States Armed Forces Institute (USAFI) credit.

Students who hold the R.N. credential from an appropriately accredited institution are awarded credit for their arts and sciences courses. To earn a bachelor's degree, the student must complete the general education requirements, a major, and other applicable requirements.

The maximum total number of semester hours that may be transferred into Oglethorpe is 75. A minimum of 45 semester hours must be earned through course work at Oglethorpe to satisfy the residency requirement and for an Oglethorpe degree to be awarded, with 30 of the last 60 hours earned in residence.

Credits earned at post-secondary institutions accredited by the six regional accrediting bodies (e.g., Southern, Middle States, New England, etc.) will be accepted.

Courses recognized by the American Council on Education (ACE) may be credited by the Registrar. Programs not recognized by ACE will not be given credit.

A maximum of 30 semester hours may be earned through College Level Examination Program (CLEP tests). Maximum credit for Advanced Placement tests (AP testing) is also 30 semester hours. Please consult the section, Credit by Examination, on the following pages.

**In all cases**, only 75 semester hours may be earned outside of Oglethorpe University through any of the means described above. At least 45 semester hours must be earned in course work for which Oglethorpe credits are granted.

A minimum of 15 semester hours of a major must be in course work taken at Oglethorpe University.

Transfer students should note that only work completed at Oglethorpe is reflected in the Oglethorpe grade-point average, and transfer work is not included in determination for Latin academic honors. *To be eligible for academic honors, the student must complete 60 or more hours at Oglethorpe.*

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## **Transient Students**

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Transient students may take any course offered by University College provided that they secure permission from their current institution certifying that the institution will accept the academic work done by the student at Oglethorpe. This permission is the responsibility of the transient student.

A letter of good standing or a current transcript must be sent to the University College Office before a transient student can be accepted.

## **Admission as a Special Status Student**

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Students who wish to take a limited number of courses for a special purpose or who would like to try college before committing to a degree program may apply as a special student. A special status student may take up to five courses without having to provide transcripts from high school or other colleges previously attended. A special status student is not eligible for financial aid. All courses taken as a special status student can be applied to an Oglethorpe degree program.

In order to be admitted as a special student in the University College undergraduate program, a student should:

1. Be at least 21 years of age.
2. Have graduated from an accredited high school.
3. Be eligible to return to any college or university he or she has attended in the last two years.
4. Demonstrate English language proficiency if he or she is an international student. (Please see English Language Proficiency above for details concerning this requirement.)

## **Application Procedure**

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All correspondence concerning admission to University College's undergraduate program should be addressed to: University College, Oglethorpe University, 4484 Peachtree Road, N.E., Atlanta, GA 30319-2797; telephone (404) 364-8383; fax (404) 364-8437. Application information is also available on-line at [www.oglethorpe.edu](http://www.oglethorpe.edu).

In order to be considered for admission, a prospective student should complete and return an Application for Admission as a Degree-Seeking Student to University College along with a non-refundable application fee of \$30. A high school transcript or GED scores are required for beginning freshmen and for those applying for financial assistance. In the case of transfer students, original transcripts need to be sent directly from each college or university attended to University College at Oglethorpe University.

## **Credit by Examination**

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There are two testing programs through which students may earn credit for required or elective courses. Any student who has questions about these examina-

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tions should consult the Registrar. No more than 30 semester hours of credit will be accepted from each of the programs described below.

## **College Level Examination Program – CLEP**

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Within the CLEP testing program are two categories. The General Examinations cover the areas of English Composition, Humanities, Mathematics, Natural Science, and Social Science and History. Oglethorpe University does not award credit for the General Examinations in English Composition, Natural Science, Mathematics, or Social Science and History. Minimum acceptable scores are 500 for each general area and 50 in each sub-total category. The Subject Examinations are designed to measure knowledge in a particular course. A minimum acceptable score of 50 on a Subject Examination is required for credit. The Oglethorpe Registrar should be contacted concerning which Subject Examinations may lead to credit at Oglethorpe.

CLEP examinations normally are taken before the student matriculates at Oglethorpe. A maximum of three semester hours will be awarded for each examination. A maximum of 30 semester hours may be earned with acceptable CLEP scores.

## **Advanced Placement**

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The University encourages students who have completed Advanced Placement examinations of the College Entrance Examination Board to submit their scores prior to enrollment for evaluation for college credit. Please contact the University College for the appropriate course of action to be taken in order to receive credit for AP exams. The general policy of Oglethorpe toward such scores is the following: Academic credit will be given in the appropriate area to students presenting Advanced Placement grades of 3, 4, or 5; neither credit nor exemption will be given for a grade of 2; maximum credit allowed to any student for Advanced Placement tests will be 30 semester hours.

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# **Academic Regulations and Policies**

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## **Academic Advising**

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Students are encouraged to meet with an advisor for academic advising as needed. Appointments can be scheduled for morning, afternoon and early evening. Assistance with degree planning and selection of courses is available to all degree seeking and special status students. Students with questions or concerns about coursework, faculty, policy, or other academic issues, may contact the University College Office for an appointment.

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## Registration

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All University College students may select courses in consultation with an advisor. Registration deadlines are published in the University College schedule of classes each semester. Students are responsible for submitting paperwork for all registration procedures, including drop/add forms and withdrawal forms, by the published deadlines. Students are encouraged to register early to ensure optimum course selection. Students may register for two sessions at a time. The following sessions may be registered together:

- Session 1 & 2 (Fall)
- Session 3 & 4 (Spring)
- Session 5 & 6 (Summer)

Students anticipating the need for financial aid *must* register for two sessions at a time to meet federal regulations. Refer to the financial aid section of the *Bulletin* or contact the Financial Aid Office for assistance.

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## Final Examinations

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Final examinations are administered the last night of class. Final papers and other course requirements are due at that time unless otherwise stated in the course syllabus.

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## Class Attendance

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Regular attendance at class sessions, laboratories, and examinations is an obligation which all students are expected to fulfill. Faculty members set attendance policies in their course syllabi.

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## Grading

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Letter grades are submitted by faculty members at the end of each session. These grades become part of the student's official record. Once entered, a grade may not be changed except by means of an officially executed Change of Grade form.

A student's cumulative grade-point average (GPA) is calculated by dividing the number of semester hours of work the student has attempted at Oglethorpe into the total number of quality points earned.

**The letter grades used at Oglethorpe are defined as follows:**

<u>Grade</u>	<u>Meaning</u>	<u>Quality Points</u>	<u>Numerical Equivalent</u>
A	Superior	4.0	93-100
A-		3.7	90-92
B+		3.3	87-89
B	Good	3.0	83-86
B-		2.7	80-82
C+		2.3	77-79
C	Satisfactory	2.0	73-76
C-		1.7	70-72
D+		1.3	67-69



D	Passing	1.0	60-66
F	Failure	0.0	59 and below
FA	Failure: Excessive Absences*	0	
W	Withdrew**	0	
WF	Withdrew Failure*	0	
I	Incomplete***	0	
S	Satisfactory****	0	70 or higher
U	Unsatisfactory*	0	
AU	Audit (no credit)	0	

Notes: \* -Grade has same effect as an "F" on the GPA.

\*\* - Grade has no effect on the GPA; no credit awarded.

\*\*\* - Grade has same effect as an "F" on the GPA. If a student is unable to complete the work for a course on time for reasons of health, family tragedy, or other circumstances the instructor deems appropriate, the grade "I" may be assigned. In such cases, the instructor and student shall draw up a contract indicating specifically the work the student must complete to satisfy the contract. **All work must be completed by the contract date. Failure to do so will result in a grade of "F."** After the student has read and signed the contract, it shall be filed with the Registrar at the time the class roll with grades is submitted.

\*\*\*\* - Grade has no effect on the GPA; credit is awarded. Only work completed at Oglethorpe is reflected in the Oglethorpe GPA.

Undergraduate students who entered Oglethorpe prior to Fall 1992 will be graded without the plus/minus system as follows:

Grade Equivalent	Meaning	Quality Points	Numerical
A	Superior	4	90-100
B	Good	3	80-89
C	Satisfactory	2	70-79
D	Passing	1	60-69
F	Failure	0	59 and below

## Satisfactory/Unsatisfactory Option

After 30 semester hours are earned at Oglethorpe a student in good academic standing may register to take two courses on a Satisfactory/Unsatisfactory basis. These courses cannot be taken in the same session and cannot be used to satisfy general education requirements or the student's major or minor. The student must register for the Satisfactory/Unsatisfactory designation by the end of the Drop/Add period after which the Satisfactory/Unsatisfactory designation cannot be changed. Satisfactory is defined as a "C-" or better.

## Grade Appeals

Whenever possible, students are urged to seek informal resolution with the instructor. The University considers instructors to be professional evaluators of students' academic performance, and expects them to assign grades fairly, without prejudice or capriciousness.

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If a student believes that a course grade has been assigned *in a capricious or prejudicial manner*, and informal discussion with the instructor does not resolve the dispute to the student's satisfaction, the student may appeal the grade through the process described below:

1. The student submits a written appeal to the instructor clearly stating the reasons she or he believes the grade was assigned in a capricious or prejudicial manner.

2. Instructor either changes the grade and so notifies the student, or responds to the student in writing, explaining why the extant grade is appropriate.

3. If the student is not satisfied with the explanation, he or she submits copies of the original appeal and the instructor's response to the Director of University College, who convenes and serves as chair of a ruling committee. The ruling committee is comprised of the undergraduate program director, faculty coordinator, and an instructor in an appropriate discipline.

4. The ruling committee receives written materials relevant to the case and may request additional information. *If the ruling committee rules in favor of the instructor*, written notification is given both to the instructor and to the student, and *no further appeal is possible*. *If the committee rules in favor of the student*, the chair advises the instructor to reconsider the grade. If the instructor refuses to change the grade, the ruling committee may submit a written recommendation for a grade change to the Provost, *whose decision will be final* and based upon a review of the materials that have been submitted and the process that has been followed.

5. The grade appeal must be initiated (step one) within 30 days of the last day of the disputed class. The entire process must be concluded by the end of the subsequent semester.

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## Normal Academic Load

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The class schedule is accelerated to facilitate degree completion. The school year is divided into six eight-week sessions. Course offerings are planned and scheduled with the assumption that most students will take two courses per session. Each class meets 2 hours and 15 minutes, two evenings per week. Some Saturday classes are also available.

Students may register for two courses per session which constitutes full time status. *If a student intends to pursue more than two courses per session the approval of the Director of University College is required.*

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## Incompletes

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If a student is unable to complete the work for a course on time for reasons of health, family tragedy, or other circumstances the instructor deems appropriate, the grade "I" may be assigned. In such cases the instructor and the student shall draw up a contract indicating specifically the work the student must complete to satisfy the contract. **All work must be completed by the end of the following accelerated session. Failure to do so will result in a grade of "F."** After the student has read and signed the contract, it shall be filed with the Registrar at the time grades are submitted. The grade of "I" has the same effect as a grade of "F" on a student's grade point average.

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## Auditing Courses

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Regularly admitted Oglethorpe students may register for courses on an “audit” basis. A student who audits a course may attend for enrichment but will not be required to take examinations or complete other course requirements. In order to audit a course, an admitted student must request an Audit form from the University College Office and submit it to the instructor for approval. If the class is not closed, the instructor may accept the student as an audit by returning the signed form to the University College Office. The designation given for a class taken on an audit basis is “AU,” and no credits or quality points are earned.

Students may register to take courses on an audit basis only during normal drop/add periods. The fees for auditing courses are published by the Business Office.

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## Dean’s List

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Students who earn a semester grade-point average of 3.5 or higher carrying 12 semester hours or more during the fall, spring and summer semester are placed on the Dean’s Academic Honors List.

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## Graduation Exercises

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Graduation exercises are held once a year at the close of the spring semester in May. Diplomas are awarded at the close of May commencement. Students completing requirements at the end of summer are encouraged to participate in the previous spring graduation exercises. Students completing requirements at the end of fall are encouraged to participate in the following spring graduation exercises.

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## Good Standing, Probation and Academic Dismissal

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To be in good standing students must achieve the cumulative grade-point averages specified below in relation to the number of semester hours they have completed.

<b>Semester Hours completed</b>	<b>Cumulative GPA Required for Good Standing</b>
0-35	1.50
36-59	1.75
60 and above	2.00

Students who fail to achieve good standing are placed on probation. Students who do not achieve good standing for two consecutive semesters (poor performance in summer sessions excluded) are subject to dismissal from the University for academic reasons. However, successful completion of summer classes taken at Oglethorpe may be used to achieve good academic standing.

New students, freshmen, or transfer students who fail all courses during their first semester at Oglethorpe are subject to dismissal, unless the student received a “W” in all courses or had to withdraw from all courses for medical reasons.

Students who have been dismissed for academic reasons may be readmitted after an absence of one spring or fall semester upon petition to the Provost. Students readmitted by petition must achieve good standing by the end of their second semester as readmitted students or be subject to permanent dismissal.

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## Degrees With Latin Academic Honors

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Undergraduate degrees with Latin academic honors are awarded as follows: *cum laude* for a cumulative grade-point average of 3.5 or higher; *magna cum laude* for 3.7 or higher; and *summa cum laude* for 3.9 or higher. **To be eligible for Latin academic honors students must have completed 60 or more semester hours in residence at Oglethorpe.**

Transfer work is not included in the determination for Latin academic honors.

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## Student Classification

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For administrative and other official purposes, undergraduate students are classified according to the number of semester hours successfully completed. Classification is as follows: 0 to 30 hours – freshman; 31 to 60 hours – sophomore; 61 to 90 hours – junior; 91 hours and above – senior.

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## Course Level

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In the Programs of Study section of this *Bulletin*, disciplines and majors are listed alphabetically. Respective courses under each are designated by a prefix that identifies the discipline and a four-digit number. The first digit indicates the level of the course: 1 = freshman level, 2 = sophomore level, 3 = junior level, and 4 = senior level. (A 5 or 6 typically denote a graduate-level course.) Higher-level courses in a discipline are typically designed to build upon the content of lower level courses in that discipline and other specified prerequisite courses.

The number of hours refers to the semester hours of college credit per semester, which are earned by the successful completion of the course.

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## Withdrawal From a Course

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From the conclusion of the Drop/Add period through mid-session, the grade “W” or “WF” is assigned at the instructor’s discretion to a student who withdraws from a course and turns in a properly executed withdrawal form at the University College Office. After the withdrawal period the grade “WF” is assigned. Only in the case of prolonged illness (a physician’s letter must be submitted directly to the University College Office) or withdrawal from the University will a “W” be assigned.

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## Withdrawal From the University

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Students who wish to withdraw from the University during a semester are required to complete the appropriate form, which is available at the University College Office. The grade “W” or “WF” will be assigned for courses in progress, depending upon the student’s academic progress in those courses.

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## Repetition of Courses

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Courses may be repeated only if an unsatisfactory grade (“D,” “F,” “FA,” or “WF”) was received in the course. When a course is repeated, both grades are calculated into the student’s grade-point average, but no additional semester hours of credit are earned.

For courses completed prior to 1984, consult the Registrar for applicable regulations.

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## Access to Student Records

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To comply with the Family Educational Rights and Privacy Act of 1974, commonly called the Buckley Amendment, Oglethorpe University informs students of their rights under this act. Three basic rights are covered by this act: (1) The student’s right to have access to personal records, (2) the right of a hearing to challenge the content of a record, and (3) the right to give consent for the release of identifying data.

### Definitions

1. Student is defined as a present or former student of an institution. This definition does not include persons who are denied admissions to the institution.

2. Record: All official files containing information relating directly to the student. This includes identifying data, academic work completed, standardized achievement test scores, intelligence, aptitude and psychological test scores, health data, family background information, teach or counselor rating or observations and verified reports of serious or recurrent behavior patterns. This does not include information in financial aid files.

3. The institution is allowed to release individual public directory information without the consent of the student. (Directory information will not be released upon student request.) Directory information is defined as: student’s name, address, telephone listing, date and place of birth, major field of study, participation in officially recognized activities and sports, weight and height of member of athletic teams, dates of attendance, degrees and awards received, the most recent previous educational agency or institution attended by the student and student’s race, religion and sex. Mailing lists of Oglethorpe students will not be provided outside the University community.

4. The Privacy Act as amended makes it clear that the parent of a dependent student, as defined for income tax purposes, has access to institutional records concerning that student without the institution’s having to seek student consent. The university recognizes this parental right in providing requested recorded information to parents/guardians who are listed as the addressee for the student’s account.

5. School officials responsible for the maintenance of student records are: the provost, registrar, vice president for student affairs, executive vice president, director of the university college, dean of enrollment management, and director of financial aid.

6. Persons who have access to these records are employees of the following offices:

- a. President’s Office
- b. Registrar’s Office
- c. Provost’s Office
- d. Community Life Offices

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- e. Business Office
  - f. Financial Aid Office
  - g. Admission Office
  - h. Academic Divisions
  - i. University College Office
7. Purpose of access:
- a. Academic Advising
  - b. Counseling
  - c. Honors and Awards
  - d. Membership Eligibility (any organization which requires grade point averages or identifying data for membership should submit a request with the student's written authorization to the Registrar's Office)
  - e. Scholarships
  - f. Disciplinary Proceedings

## **Procedures**

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1. To gain access to a student record, a written request must be submitted to the school official responsible for the maintenance of the particular record. Access will be made available within 45 days of receipt of the written request. NOTE: Confidential letters and statements of recommendation which were placed in the records prior to January 1, 1975, are not accessible to the student. Certified transcripts may be withheld if a student has not paid all billed owed.

2. After inspection of a record, the student has the right to challenge any material which may be inaccurate or misleading or which violates the student's privacy. The student may do so by requesting the correction or deletion of such information in writing to the school official responsible for maintenance of the record. This appeal may be handled in an informal meeting with the party or parties concerned or through a formal hearing procedure. Formal hearing procedures are:

- a) The hearing shall be conducted and decided within a reasonable period of time following the request for a hearing;
- b) The hearing shall be conducted, and the decision rendered, by an institutional official or other party who does not have a direct interest in the outcome of the hearing;
- c) The student shall be offered a full and fair opportunity to present evidence relevant to the issues raised;
- d) The decision shall be rendered in the writing within a reasonable period of time after the conclusion of the hearing.

## **Oglethorpe Honor Code**

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Persons who come to Oglethorpe University for work and study join a community that is committed to high standards of academic honesty. The Honor Code contains the responsibilities we accept by becoming members of the community.

The students and faculty of Oglethorpe University expect each other to be truthful in the academic endeavor they share. Faculty assume students complete work

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honestly and act toward them in ways consistent with that assumption.

Oglethorpe welcomes all admitted students who accept our principles of honest behavior. We believe that this Code will enrich our years at the University and allow us to begin practicing the honorable, self-governed lives expected of society's leaders.

Students pledge that they have completed assignments honestly by attaching the following statement to each test, paper, overnight work, in-class essay, or other work designated by professors:

**I pledge that I have neither given nor received any unauthorized aid on this assignment.**

**Signed** \_\_\_\_\_

It will be the responsibility of the student to provide these pledges by either attaching them on a separate sheet or typing them as part of the assignment. The instructor also should remind the class to sign the pledge. The pledge serves as an affirmation of the student's and the instructor's belief in the principles of the honor code. Assigned work should not be considered complete without the pledge.

Since it is assumed that students act according to their pledge, faculty abstain from any practices whose purpose is to ascertain that students have been dishonest unless there is a compelling reason to believe that cheating has taken place. Instructors should invite their own students to discuss with them actions or policies that appear to be at variance with the assumption of honesty.

All credit courses offered by the University are covered by the Honor Code, and all cases of suspected academic dishonesty will be handled in accordance with its provisions. It is the responsibility of faculty members to make clear how the Code applies to specific courses and to follow its procedures. The Oglethorpe University Honor Councils (there are two) serve as the final arbiter in all disputes concerning the Honor Code. For complete text of the Honor Code, please see *The O Book*, the student handbook.

Violations of the Code are:

## **Cheating**

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1. The unauthorized use of notes, texts or other such materials during an examination.
2. Copying another person's work or participation in such an effort.
3. An attempt or participation in an attempt to fulfill the requirements of a course with work other than one's original work of that course. Students have the responsibility of avoiding participation in cheating incidents by doing their own work, taking precautions against others copying their work, and in general giving nor receiving aid.

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## Plagiarism

Plagiarism includes representing someone else's words, ideas, data or original research as one's own, and in general, failing to footnote or otherwise acknowledge the source of such work. One has the responsibility of avoiding plagiarism by taking adequate notes on reference materials used in the preparation of reports, papers and other coursework.

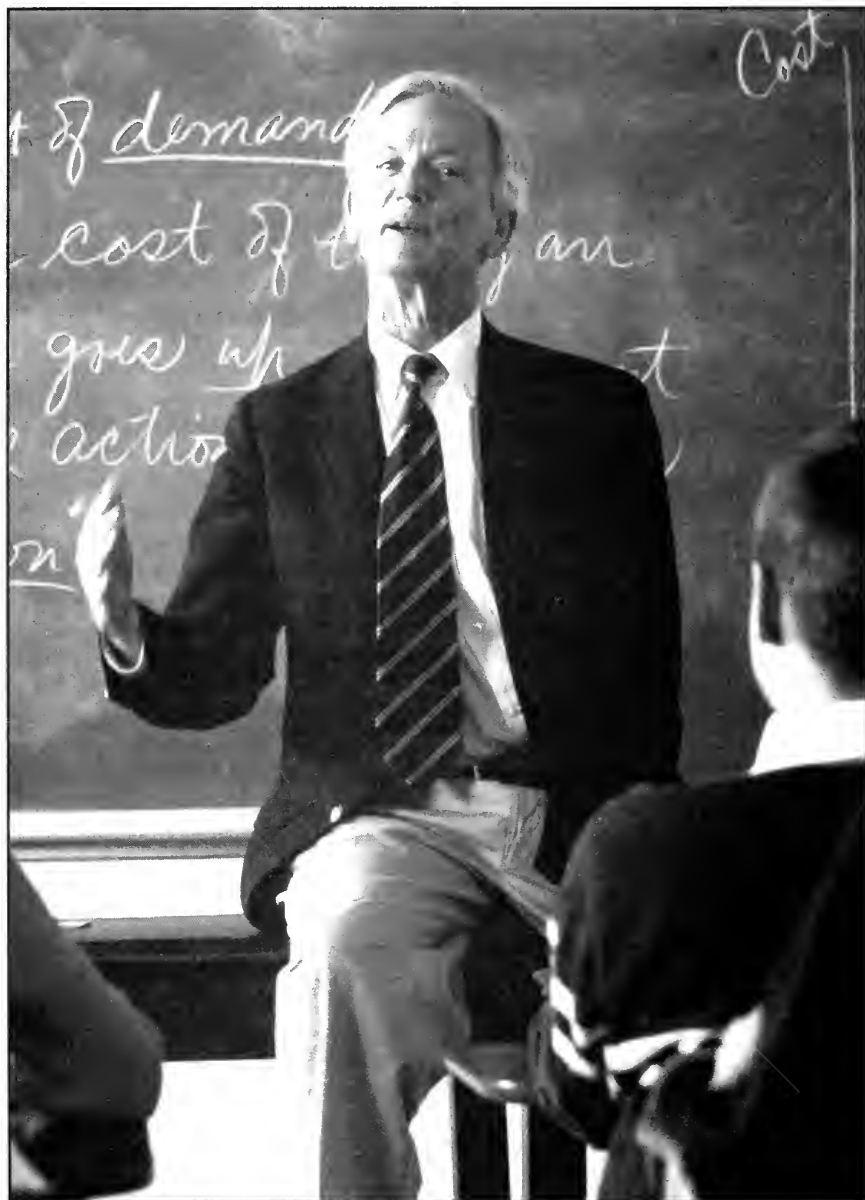
Both students and faculty have the responsibility of reporting suspected violations to the secretary of the honor council. An investigatory panel of one of the honor councils conducts a preliminary investigation to determine whether there is sufficient evidence of a violation. If the evidence appears to be convincing, a full council conducts a hearing, decides guilt or innocence and levies penalties that range from lowering the grade in a course to permanent expulsion. If requested, the decision of one council may be reviewed on appeal by another council which is also composed of randomly selected students and faculty. The complete text of the Oglethorpe University Honor Code is printed as an appendix to this publication. Included is a format for information to report suspected honor code violations.



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# Undergraduate Programs of Study

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## Degrees

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University College at Oglethorpe University offers two undergraduate degrees: Bachelor of Business Administration: Majors in Accounting and Business Administration.

Bachelor of Arts in Liberal Studies: Majors in American Studies, Communications, Organizational Management and Psychology.

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## Major Programs and Requirements

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Completion of a major program is required for all baccalaureate degrees. The student's academic advisor assists with his/her selection of a major. The student indicates a selected major on the course registration form completed each session of enrollment.

A major is an orderly sequence of courses in: (1) a particular discipline, (2) a combination of two disciplines, or (3) a defined interdisciplinary field. A major must include a minimum of 30 semester hours of required course work, exclusive of all hours used to satisfy general education requirements. A minimum of 15 semester hours of a major must be in course work taken at Oglethorpe University. Each major must allow for the student's selection of courses which are not in the discipline of the major and not required components of the core curriculum. Each major includes a substantial component of advanced courses which have specified prerequisites. A major may require for successful completion a cumulative grade-point average in the major field which is higher than the 2.0 cumulative grade-point average required for graduation. Alternatively, the requirements for the major may state that only courses in which a "C-" or higher grade is received may be used in satisfaction of the major's requirements. The student is responsible for ensuring the fulfillment of the requirements of the major selected. Specific requirements for each of the majors listed below may be found in the respective discipline that follows in which the course offerings are described. **Please note that no course may be used to meet more than one degree requirement.**

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## Graduation Requirements

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To earn a baccalaureate degree from University College, the following requirements must be met:

1. Completion of a minimum of 120 semester hours of course credit with an Oglethorpe cumulative grade-point average of 2.0 or higher. A minimum of 45 semester hours must be earned through course work at Oglethorpe.
2. Completion at Oglethorpe of 30 of the last 60 semester hours of course credit immediately preceding graduation.

3. Completion of the general education distribution requirements, described below.
4. Completion of major field requirements, with at least 15 semester hours in the major taken at Oglethorpe.
5. Submission of an application for graduation to the Registrar's Office by mid-October prior to completion of degree requirements the following December, May, or August.
6. Satisfaction of all financial and other obligations to the University and payment of a degree completion fee.
7. Formal University College approval for graduation.

Undergraduate degrees with Latin academic honors are awarded as follows: *cum laude* for a cumulative grade-point average of 3.5 or higher; *magna cum laude* for 3.7 or higher; and *summa cum laude* for 3.9 or higher. **To be eligible for Latin academic honors students must have completed 60 or more semester hours in residence at Oglethorpe.**

Transfer work is not included in the determination for Latin academic honors.

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## General Education Distribution Requirements for All University College Undergraduate Degrees

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The General Education Distribution Requirements consist of a total of 11 courses. *Any course used to meet the general education distribution requirements cannot be used to fulfill major requirements.*

### Must complete all 4

Composition I  
 Composition II  
 Western Civilization I  
 Western Civilization II

### Humanities and Fine Arts

*(Complete 3 different categories)*

Literature  
 Foreign Language  
 Philosophy  
 Art  
 Music  
 Theater  
 Film

### Social & Behavioral Sciences

*(Complete any 2)*

Politics  
 Principles of Psychology  
 Principles of Sociology  
 Anthropology  
 Microeconomics or Macroeconomics

### Natural Sciences & Quantitative

*(Complete any 2)*

Algebra II (prereq. Algebra I)  
 Introduction to Statistics  
 Survey of Calculus  
 Physical Science  
 Biological Science  
 Computer Programming (prereq. Elements of Computer Application Software)

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# Disciplines and Majors

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Disciplines are presented alphabetically, with academic majors so designated.

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## Accounting Major

(Bachelor of Business Administration Degree)

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Accounting is the language of business. It is a service activity whose function is to provide quantitative information, primarily financial in nature, about economic entities that is intended to be useful in making economic decisions. The purpose of the major in accounting is to acquaint the student with the sources and uses of financial information and to develop the analytic ability necessary to produce and interpret such information. The student learns to observe economic activity; to select from that activity the events which are relevant to a particular decision; to measure the economic consequences of those events in quantitative terms; to record, classify, and summarize the resulting data; and to communicate the information in various reports and statements to appropriate decision-makers.

**To satisfy the requirements for this major, a student must complete the following courses with a grade of “C-” or better in each:**

- ACC 1750 Principles of Accounting I
- ACC 1751 Principles of Accounting II
- ACC 3851 Intermediate Financial Accounting I
- ACC 3852 Intermediate Financial Accounting II
- ACC 3854 Cost and Managerial Accounting
- ACC 3855 Personal Income Tax
- ACC 4937 Introduction to Auditing
- BUS 1701 Legal Environment of Business I
- BUS 2850 Introduction to Management
- BUS 3810 Managerial Finance
- BUS 3850 Introduction to Marketing
- BUS 4970 Business Policy
- CSC 2840 Elements of Computer Applications Software
- ECO 2821 Survey of Microeconomics
- ECO 2822 Survey of Macroeconomics
- MAT 2702 Introduction to Statistics

In addition two (2) advanced (3000 or 4000 level) courses must be taken outside the disciplines of Economics and Business Administration.

11 Free Elective classes (33 hours)

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# American Studies Major

(Bachelor of Arts in Liberal Studies Degree)

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The interdisciplinary major in American studies is designed to provide students with the opportunity to develop a systematic in-depth understanding of American culture. By combining American studies courses and courses from relevant disciplines (history, the arts, economics and the social sciences), students may explore the relationships of diverse aspects of American life.

In addition to introducing students to the field of American studies, the major is designed to help students refine their fundamental intellectual skills, especially their writing and speaking skills. Skills of this sort will serve the student well long after many specific facts, postulates, and theories have been forgotten. In short, as is consistent with Oglethorpe's stated institutional purpose, the American studies program seeks to prepare humane generalists- individuals who possess those basic qualities so necessary for leadership in a rapidly changing world. The degree awarded is the Bachelor of Arts in Liberal Studies.

**To satisfy the requirements of this major, a student must complete the following courses:**

AMS 1701 Introduction to American Studies

AMS 4701 Seminar in American Studies

ECO 2823 Survey of United States Economic History

ENG 2565 American Literature to 1865

ENG 2570 American Literature Since 1865

HIS 2850 United States History to 1865

HIS 2851 United States History Since 1865

HIS 4920 The American Civil War and Reconstruction

HIS 4921 Contemporary U.S. History

POL 1701 Introduction to American Politics

POL 2861 Introduction to International Affairs

POL 2862 Constitutional Law I: Governmental Structure

17 Free Elective classes (51 hours)

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# Business Administration Major

(Bachelor of Business Administration Degree)

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The business administration curriculum is designed to prepare students for careers as business leaders who will earn their livelihoods by discerning and satisfying people's wants and needs. Success in this endeavor requires (1) the ability to think independently, (2) knowledge of business terminology and business institutions, both domestic and international, and (3) communication skills. The ability to think independently is enhanced through study of the courses in the core curriculum. Courses in economics and the functional areas of business administration

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introduce the student to business institutions, terminology, and methods of inquiry. Most business administration and economics courses have a communications component. These courses and the capstone course in business policy provide opportunity to develop and enhance thinking and communication skills.

The program in business administration is also designed to give graduates a solid foundation in the concepts and analysis of business functional areas that will be needed for graduate study. Many graduates of this program go on to receive a Master of Business Administration degree or a master's degree in a specific business area.

In addition to preparing students for business careers and graduate school, the program in business administration is valuable preparation for other careers. Students learn administrative skills and methods of inquiry that are applicable in governmental and non-profit organizations. Since much legal practice involves businesses and a knowledge of business terminology and institutions, this major is an excellent background for the study and practice of law.

**To satisfy the requirements for this major, a student must complete the following courses with a grade of "C-" or better in each:**

- ACC 1750 Principles of Accounting I
- ACC 1751 Principles of Accounting II
- BUS 1701 Legal Environments of Business I
- BUS 2850 Introduction to Management
- BUS 3810 Managerial Finance
- BUS 3850 Introduction to Marketing
- BUS 4970 Business Policy
- CSC 2840 Elements of Computer Applications Software
- ECO 2821 Survey of Microeconomics
- ECO 2822 Survey of Macroeconomics
- MAT 2702 Introduction to Statistics

In addition, five (5) advanced (3000 or 4000 level) courses in business, accounting, economics, or computer science must be taken.

13 Free Elective Classes (39 hours)

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## Communications Major

(Bachelor of Arts in Liberal Studies Degree)

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A program in communications prepares students to express themselves effectively in speech and in writing. It encourages students to examine their own modes of communication and to analyze the communication of others, from individual utterances to mass media coverage.

Graduates in communications generally go on to careers in journalism, public relations, advertising, mass media, corporate communications, and related fields. They also are prepared for further study in journalism or communications.

**To satisfy the requirements for this major, a student must complete the following courses:**

- COM 1751 Public Speaking I
- COM 2201 Introduction to Theories of Communication
- One Communications course at 4000 Level

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One course selected from the following two:

COM 2820 Intermediate Writing: Investigative

COM 2821 Intermediate Writing: Persuasive

One course selected from the following two:

COM 2840 Principles of Journalism

COM 3840 Business Communication

2 semester of a single foreign language

Four courses in Communications selected by student and advisor

Complete a minor in a related field (five courses)

13 Free Elective classes (39 hours)

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# Organizational Management Major

(Bachelor of Arts in Liberal Studies Degree)

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The Organizational Management major is designed to prepare students for careers in management, human resource development, and the applied social sciences. This program is appropriate for individuals interested in human resource management or administration positions in either the public or private sector of the economy. The curriculum consists of business-related courses and courses in the behavioral sciences as follows:

**To satisfy the requirements for this major, a student must complete the following courses:**

ACC 1750 Principles of Accounting I

ACC 1751 Principles of Accounting II

BUS 2850 Introduction to Management

BUS 3850 Introduction to Marketing

CSC 2840 Elements of Computer Applications Software

ECO 2821 Survey of Microeconomics

MAT 2702 Introduction to Statistics

PSY 2860 Industrial/Organizational Psychology

PSY 2870 Survey of Social Psychology

PSY 3820 Tests and Measurements

In addition, five (5) courses from any combination of the following disciplines: Accounting, Business Administration, Computer Science, Economics, or Psychology.

14 Free Elective classes (42 hours)

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# Psychology Major

(Bachelor of Arts in Liberal Studies Degree)

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Psychology uses scientific methods to study a broad range of topics related to behavior and mental processes, including motivation, learning and memory, human development and personality, psychological disorders, social interaction, and physiological bases for behavior and thought. The study of psychology should help a student to develop skills in three basic areas: skills associated with the scientific method, including data collection, analysis, and interpretation; skills that are useful in the construction and evaluation of theories, such as analytic and synthetic reasoning; and skills in human relations through which the student learns to become a more precise and more tolerant observer of human behavior and individual differences. Many students with a background in psychology choose careers in psychology-related fields, such as counseling, psychotherapy, or research, but many others choose careers that are not so directly tied to psychology. For example, psychology provides a good background for careers in law, education, marketing, management, public relations, publishing, and communications.

**To satisfy the requirements for this major, a student must complete the following courses:**

- MAT 2702 Introduction to Statistics
- PSY 1701 Principles of Psychology
- PSY 3821 Survey of Physiological Psychology
- PSY 3860 Research Methods
- PSY 4920 History and Systems of Psychology

One Course to meet the Cross Cultural Requirement. This requirement may be satisfied by courses such as: Cultural Anthropology, Cross Cultural Psychology, Asian American Literature, African American Literature, Race and Gender in U.S. culture.

- 5 Directed Electives in Psychology
- 18 Free Elective classes (54 hours)

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## Minors

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### Accounting Minor

*For a minor in Accounting a student must take:*

- ACC 1750 Principles of Accounting I
- ACC 1751 Principles of Accounting II
- ACC 3851 Intermediate Financial Accounting I

*In addition 2 additional courses from the following:*

- ACC 3852 Intermediate Financial Accounting II
- ACC 3854 Cost and Managerial Accounting
- ACC 3855 Personal Income Tax



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## **Art Minor**

*For a minor in Art a student must take:*

ART 1701 Art Appreciation  
ART 2820 Introduction to Drawing  
ART 2830 Introduction to Painting  
ART 2850 Introduction to Figure Sculpture

*One additional Art class is required*

## **Business Administration Minor**

*For a minor in Business Administration a student must take:*

ACC 1750 Principles of Accounting I  
ACC 1751 Principles of Accounting II  
BUS 2850 Introduction to Management  
BUS 3810 Managerial Finance  
BUS 3850 Introduction to Marketing  
ECO 2821 Survey of Microeconomics

## **Communications Minor**

*For a minor in Communications, a student must take:*

COM 2201 Introduction to Theories of Communication  
COM 2821 Intermediate Writing: Persuasive or  
COM 2820 Intermediate Writing: Investigative

*One Communication Course at the 3000 Level*

*Two additional electives in Communications.*

## **Economics Minor**

*For a minor in Economics a student must take:*

ECO 2821 Survey of Microeconomics  
ECO 2822 Survey of Macroeconomics  
In addition, three of the following upper level course would be required:  
ECO 2823 Survey of United States Economic History

ECO 3825 History of Economic Thought  
ECO 4920 Economics of Development  
ECO 4921 Money and Banking  
ECO 4922 Elements of Labor Economics  
ECO 4923 Elements of International Economic  
ECO 4925 Government Economics

## **English Minor**

*For a minor in English, a student must take:*

ENG 2551 World Literature: The Classics through the Renaissance  
ENG 2560 World Literature: The Enlightenment to the Present  
ENG 3850 Shakespeare

*In addition, two English special topic courses:*

ENG 4920 Special Topics in Drama  
ENG 4930 Special Topics in Poetry  
ENG 4940 Special Topics in Fiction  
ENG 4950 Special Topics in Literature and Culture  
ENG 4960 Special Topics in Major British and American Authors

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## **History Minor**

*For a minor in History a student must take five courses selected from the following, with at least one course in U.S. History and one course in European history:*

ECO 2823 Survey of U.S. Economic History  
ECO 3825 History of Economic Thought  
HIS 2850 U.S. History to 1865  
HIS 2851 U.S. History since 1865  
HIS 2852 Europe in the 19<sup>th</sup> Century  
HIS 2853 Europe in the 20<sup>th</sup> Century  
HIS 2860 The Italian Renaissance  
HIS 4920 The American Civil War and Reconstruction  
HIS 4921 Contemporary U.S. History  
HIS 2995/4995 Special Topics in History

## **International Studies Minor**

*A minor in international studies consists of five courses, distributed in the following way:*

POL 2861 Introduction to International Affairs  
POL 2864 Introduction to Comparative Government and Politics  
HIS 2853 Europe in the 20<sup>th</sup> Century  
Two of the following:  
BUS 3870 International Business Management  
ECO 4920 Economics of Development  
ECO 4923 Elements of International Economics  
HIS 2852 Europe in the 19<sup>th</sup> Century  
SOC 2975 Cultural Anthropology  
*Special Topics classes as appropriate from Economics, History, Politics*

## **Organizational Management Minor**

*For a minor in Organizational Management a student must take:*

ACC 1750 Principles of Accounting I  
ACC 1751 Principles of Accounting II  
BUS 2850 Introduction to Management  
BUS 3862 Human Resources Management  
PSY 1701 Principles of Psychology  
PSY 2860 Industrial/Organizational Psychology

## **Politics Minor**

*A minor in politics will consist of five courses selected from the following, and coursework must be distributed over at least three of the following areas (American politics and government; international affairs; comparative politics and government; and political thought):*

POL 1701 Introduction to American Politics  
POL 2860 Introduction to Criminal Law  
POL 2862 Constitutional Law I: Governmental Structure  
POL 2863 Constitutional Law II: Bill of Rights  
POL 2861 Introduction to International Affairs

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POL 2864 Introduction to Comparative Government and Politics  
POL 3860 History of Political Thought  
POL 2995/4995 Special Topics in Politics

### **Psychology Minor**

*For a minor in Psychology, a student must take:*

PSY 1701 Principles of Psychology  
Four additional Psychology courses



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# Course Descriptions

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## Accounting

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### **ACC 1750. Principles of Accounting I (3 hours)**

A study of accounting principles and concepts with emphasis on their application in financial statements. The use of accounting in business management and in decision making is stressed.

### **ACC 1751. Principles of Accounting II (3 hours)**

A study of the utilization of accounting information in business management with emphasis on decision making within the firm. Prerequisite: ACC 1750.

### **ACC 3851. Intermediate Financial Accounting I (3 hours)**

This course covers financial accounting concepts and standards at an intermediate level. Topics covered are basic concepts and theory, financial statements and asset accounting. Prerequisite: ACC 1751.

### **ACC 3852. Intermediate Financial Accounting II (3 hours)**

This course is a continuation of ACC 3851. It covers the concepts and standards of accounting for liabilities and owners' equity. Prerequisite: ACC 3851.

### **ACC 3853. Intermediate Financial Accounting III (3 hours)**

This course is a continuation of the ACC 3852. It covers specialized topics such as capital leases, pensions, investments, and income tax allocation. Prerequisite: ACC 3852

### **ACC 3854. Cost and Managerial Accounting (3 hours)**

A study of analytical techniques and methodologies used to generate managerial accounting information, with emphasis on product costing, resource allocation, planning, and control. Prerequisite: ACC 1751.

### **ACC 3855. Personal Income Tax (3 hours)**

A study of the income tax laws and related accounting problems of individuals. Prerequisite: ACC 1751.

### **ACC 3856. Taxation of Business Entities (3 hours)**

A study of the income tax laws and related accounting problems of corporations and partnerships, with some consideration of estates and trusts. Prerequisite: ACC 3855.

### **ACC 4935. Advanced Accounting (3 hours)**

The application of accounting principles and concepts to specialized business situations, including mergers, acquisitions, consolidations, foreign currency exchange, and governmental accounting. Prerequisite: ACC 3852.

### **ACC 4936. Accounting Information Systems (3 hours)**

A study of the analysis, design, implementation, and control of management information systems. Emphasis is on the role of information systems in business, the development and control of information

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systems, and the application of information systems to the various transaction cycles of the firm. Prerequisites: ACC 175 and CSC 2840.

**ACC 4937. Introduction to Auditing (3 hours)**

A study of auditing standards and procedures, including the use to statistical and other quantitative techniques, and preparation of audit working papers, reports, and financial statements. Emphasis is placed upon the criteria for the establishment of internal controls and the effect of these controls on examinations and reports. Prerequisites: MAT 2702 and ACC 3852

**ACC 2995/4995. Special Topics in Accounting (3 hours)**

An intense study of diverse accounting topics under the direct supervision of an accounting faculty member. Prerequisite: Permission of the instructor.

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## **American Studies**

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**AMS 1701. Introduction to American Studies (3 hours)**

An examination of the cultural and social dimensions of the American experience, taking as its point of departure the question of American exceptionalism. Because we do not take for granted that America is "unique," we must place American culture and society in a global and comparative context.

**AMS 4701. Seminar in American Studies (3 hours)**

This seminar is the capstone course for the American Studies major. Its content will vary. In each case, students will be asked to bring a variety of disciplinary and interdisciplinary approaches to bear on a particular question or theme connected with American culture, politics, literature, history, or society. Potential topics include Religion and American Society, America as a Nation of Immigrants, and Contemporary American Political Thought.

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## **Art**

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**ART 1701. Art Appreciation (3 hours)**

This course surveys the creative ways that human beings throughout history have attempted to depict their relationships to their surroundings. Art is thus viewed as a barometer of civilization, a visual, creative response to the intellectual and emotional climate of a given moment in history. Students will examine present ways of understanding themselves and the universe, the evolution of that understanding, and the conflicts involved. Basic artistic principles and concepts also will be studied in an effort to decide what has artistic value. Prerequisite: COM 1711

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**ART 2820. Introduction to Drawing (3 hours)**

Studio exercises, in-studio lectures, outside assignments, and critiques are designed to develop a basic understanding of drawing. Projects will be designed to explore concepts and theories of drawing and to develop the bridge between observation and creating an image, including drawing in line, light and dark, and perspective.

**ART 2830. Introduction to Painting (3 hours)**

Studio exercises, in-studio lectures, outside assignments, and critiques are designed to develop a fuller understanding of the technical aspects of oil painting. A study of composition, color, drawing, and expression will be included. Emphasis will be on the development of a personal direction and self-confidence in painting.

**ART 2840. Introduction to Photography (3 hours)**

Laboratory exercises, in-class lectures, critiques and assignments are designed to develop an understanding of all aspects of photography, including composition and self-expression. Emphasis will be on development of technical skills and a personal direction in photography.

**ART 2850. Introduction to Figure Sculpture (3 hours)**

Working from the life model, this course will focus on students' conveying their understanding of the human form in clay; planar structure, proportion and major anatomical landmarks will be covered.

**ART 2852. Renaissance Art History (3 hours)**

This course will focus on the paintings, architecture, and sculpture of European Art from the late Gothic to the beginning of the Baroque period. Instruction will center on the visual arts as political, social, religious, and mythological evocations and reflections of the periods investigated. This course will be taught in an interdisciplinary format, incorporating the history, science, music, and economics as related to the visual representations.

**ART 2995/4995. Special Topics in Art (3 hours)**

An in-depth analysis of specific historical art periods will stress how major artists and trends were influenced by their times. Discussion of important events and ideas of significant individuals of the period will serve to provide the necessary background for a thorough comprehension of social and intellectual sources of art.

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**Business Administration**

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**BUS 1701. Legal Environments of Business I (3 hours)**

This course is designed to give the student an awareness of a limited area of those aspects of the law which will be needed in day-to-day dealings with the problems of business. Special emphasis is placed upon the law of contracts, negotiable instruments, agency, and a study of the Uniform Commercial Code as it applies.



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**BUS 1702. Legal Environments of Business II (3 hours)**

This course is a study of partnerships, corporations, sales, bailments, security devices, property, bankruptcy, and trade infringements. Prerequisite: BUS 1701.

**BUS 2850. Introduction to Management (3 hours)**

An introduction to the principles of management and administration. This course includes leadership, conflict resolution, decision making, and the functions of management in large and small organizations.

**BUS 2860. Conflict Management (3 hours)**

This course offers students practical strategies for resolving interpersonal disputes, both as participants and as managerial third parties. Students will be introduced to basic conflict theory and a variety of dispute resolution processes. Emphasis will be placed on objective assessment, selection of appropriate response strategy, and successful settlement of typical workplace conflicts. Going beyond theory, students will practice their new conflict management skills in role-playing that reflects the realities of the business world.

**BUS 3810. Managerial Finance (3 hours)**

A study of the basic principles of organizational finance and its relation to other aspects of business management and to the economic environment within which the firm operates. Attention is given to basic financial concepts, techniques of financial analysis, sources of funding, asset management, capital budgeting, capital structure, cost of capital, time value of money, and financial decision making under conditions of uncertainty. Prerequisites: ACC 1751 and ECO 2821 or ECO 2822.

**BUS 3850. Introduction to Marketing (3 hours)**

A course concerned with the policies and problems involved in the operation of market institutions. The course examines broad principles in the organization and direction of the marketing function and analytical aspects of marketing and consumer behavior. Prerequisites: ACC 1751 and ECO 2821 or ECO 2822.

**BUS 3860. Marketing Communications (3 hours)**

Principles, concepts, and practices relating to the various kinds of communications employed to disseminate information about products and services to potential buyers. Communication methods to be studied include advertising, personal selling, sales promotion, and public relations. The behavioral aspects of both messages and media will be explored. Prerequisite: BUS 3850.

**BUS 3862. Human Resources Management (3 hours)**

In this course students will explore the perspectives and challenges of Human Resources Management within the context of the emerging global economy. The class will look at traditional HRM topics such as selection and compensation and also at how students can manage their own human resource. Prerequisite: BUS 2850.

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**BUS 3870. International Business Management (3 hours)**

This course is designed to acquaint the student with the problems encountered in conducting business outside one's own country and to provide a basis for evaluating the impact on business activities of changing economic, political, and cultural factors. Cases will be used throughout the course to give the student experience with the problems and advantages of doing business across national frontiers. Prerequisite: BUS 2850.

**BUS 4910. Advanced Managerial Finance (3 hours)**

As a continuation of Managerial Finance, topics in this course will include capital budgeting, intermediate and long-term funding, current asset management, working capital management, and dividend policy. Case studies will be used to emphasize actual business situations and to focus on the comprehensive financial management of the firm. Prerequisite: BUS 3810.

**BUS 4911. Introduction to Investing (3 hours)**

An introduction to the environment in which investment decisions are made. Topics explored will include efficient markets, the capital asset pricing model, term structure of interest rates, risk versus return, and performance measures. Although the emphasis will be on stocks and bonds, other investments will be discussed. Prerequisite: BUS 3810.

**BUS 4955. Elements of Marketing Research (3 hours)**

Included are the following: types of research, the research process, research design, sampling procedures, data collection methods, data analysis, preparation and presentation of research findings. Prerequisites: MAT 2702, BUS 3850, and CSC 2840 or equivalent.

**BUS 4960. Managing for Quality (3 hours)**

This course will explore major systematic approaches to Total Quality Management. Students will examine quality management from a "profound knowledge" perspective (Deming, Pirsig, Goldratt), and will learn how to understand quality as a concept for achieving effective management within a firm, and in one's own life. Prerequisites: MAT 2702 and BUS 2850.

**BUS 4970. Business Policy (3 hours)**

This course is the capstone integration course for the business program. Students learn integrative thinking skills and strategic management tools through both the reading of conceptual work and the extensive use of the case studies. Prerequisites: ACC 1751, BUS 2850, BUS 3810, BUS 3850, ECO 2821 and ECO 2822.

**BUS 2995/4995. Special Topics in Business Administration (3 hours)**

An intense study of diverse business topics under the direct supervision of a business administration faculty member. Prerequisite: Permission of the instructor.

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## Communications

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### **COM 1711. Composition I (3 hours)**

A course designed to improve writing skills through practice. Students will write several short papers, study a variety of essay strategies, including Expository, Comparison/Contrast, and Definition.

### **COM 1712. Composition II (3 hours)**

A course designed to further enhance writing skills and process. Students will write a series of short research papers and other kinds of specialized writing. Particular attention will be paid to audience, purpose, and persuasion as preparation for writing papers in content-oriented courses. Prerequisite: COM 1711 completed with a grade of "C-" or higher.

### **COM 1751. COM 1752. Public Speaking I, II (3 hours plus 3 hours)**

These courses seek to develop skills in the techniques of effective public speaking. The format is designed to produce a poised, fluent, and articulate student by actual experience, which will include the preparation and delivery of formal and informal talks on approved subjects.

### **COM 2201. Introduction to Theories of Communication (3 hours)**

This course is designed to give students a broad understanding of various theories used in communications. Students will look at theories about messages themselves as well as the various contexts in which they occur: interpersonal (between people), group and public communications, organizational communication, mass communication, and (inter) cultural communication. Ethical implications of theories are considered.

### **COM 2820. Intermediate Writing: Investigative (3 hours)**

Emphasis will be on learning a wide range of research techniques and purposefully presenting information to a variety of audiences in appropriate format and style. Students will be asked to define their own investigative projects, and to analyze and revise their own writing. Prerequisite: COM 1712 completed with a grade of "C-" or higher.

### **COM 2821. Intermediate Writing: Persuasive (3 hours)**

Emphasis will be on presenting clear, coherent, and logical arguments. Reading and writing will be drawn from a range of disciplines, and students will be asked to analyze and revise their own writing. Prerequisite: COM 1712 completed with a grade of "C-" or higher.

### **COM 2830. Creative Writing (3 hours)**

Introduction to the theory and practice of writing poetry and prose fiction. The student will be asked to submit written work each week. Prerequisite: COM 2820 or COM 2821.

### **COM 2840. Principles of Journalism (3 hours)**

This course will survey types of journalistic writing, basic news gathering and reporting techniques, the state of the modern media, and special topics related to the field of journalism. Students will gain experience with news, feature and editorial writing, as well as writing for public relations applications. Prerequisite: COM 2821 or COM 2820

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**COM 2850. Survey of Broadcast Media (3 hours)**

This course is a hands-on workshop involving the writing and production of radio and/or television programs. It will introduce students to the practical problems involved in broadcast production, as well as raise theoretical questions and concerns about the use of media in the 1990s. Prerequisite: COM 2820 or COM 2821.

**COM 3840. Business Communication (3 hours)**

A course for students who have mastered the basic skills and insights of writing and who wish to improve their ability to write clear, concise, persuasive expository prose. Oral presentations and practice in listening with accuracy constitute another element of the course. Weekly writing assignments. Prerequisite: COM 2820 or COM 2821.

**COM 2995/4995. Special Topics in Communications (3 hours)**

This course will examine selected topics in journalism, communications, or media studies.

**COM 2996/4996. Special Topics in Writing (3 hours)**

Study of a selected topic in the field of writing. The topic will vary from year to year. Prerequisite: COM 2820 or COM 2821.

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## Computer Science

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**CSC 2840. Elements of Computer Applications Software (3 hours)**

This course introduces the student to the major types of computer applications software, including word processing, electronic spreadsheets, database management, graphics, and presentation software. A predominant emphasis is on the construction of significant applications systems, including integrating various applications, transferring data among applications, and custom programming. The student will use microcomputer software such as Microsoft Office Professional, which includes Word, Excel, Access, PowerPoint, and Visual BASIC.

**CSC 2841. Elements of Visual BASIC (3 hours)**

This course introduces the student to the fundamental concepts of electronic data processing equipment, applications, and computer programming. It is intended primarily for students who do not plan further study in computer science. The student will become familiar with problem-solving techniques and algorithm construction using the Visual Basic programming language, with rudimentary object-oriented programming, and with constructing applications in the Windows environment. Examples are drawn from business, mathematics, science, and other fields. Prerequisite: CSC 2840.

**CSC 2842. Elements of Pascal (3 hours)**

This course introduces the student to the fundamental techniques of problem solving and algorithm construction within the context of the Pascal programming language. The student will design and complete several substantial programming projects, most having significant mathematical content. Topics will include data types, control structures, file manipulation,

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subprograms, parameters, records, arrays, dynamic data structures, abstract data types, object-oriented programming, and separate compilation units. Prerequisite: MAT 1702 and CSC 2840.

**CSC 2843. Elements of C++ (3 hours)**

This course introduces the student to the fundamental techniques of problem solving and algorithm construction within the context of C++ programming language. The student will design and complete several substantial programming projects, most having significant mathematical content. Topics include data types, control structures, file manipulation, functions, parameters, structures, unions, classes, arrays, dynamic data structures, abstract data types, object-oriented programming, and separate compilation units. Prerequisite: MAT 1702 and CSC 2840.

**CSC 2844. Elements of Advanced C++ (3 hours)**

This course includes a comprehensive treatment of the C++ programming language, using the object-oriented methodology. Fundamental C++ programming constructs will be discussed, including native types, control structures, functions, parameters, pointers, structures, union, classes, file manipulation, arrays, dynamic data structures, and separate compilation units. In addition, the student will study such important object-oriented notions as objects, constructors, parametric polymorphism, and exceptions. Prerequisite: CSC 2842 or CSC 2843.

**CSC 2845. Elements of Advanced Visual Basic (3 hours)**

The course teaches advanced techniques for the use of the Graphic User Interface (GUI) software, Microsoft Visual Basic 6.0. This course introduces the student to the advanced techniques of creating graphic user interfaces using advanced Visual Basic controls and will concentrate on formulating/implementing algorithms correctly. Prerequisites: CSC 2840 and CSC 2841.

**CSC 2846. Elements of Relational Databases Using Access (3 hours)**

The course will introduce the Microsoft Access Relational Database Management System (RDBMS). This course will cover advanced features of Access and the programming capabilities that are available within Access. Topics to be covered include: relational database design, normalization of relational databases, and techniques to customize Access applications. Prerequisite: CSC 2840.

**CSC 2995/4995. Special Topics on Computer Science (3 hours)**

This course focuses on a variety of timely concepts and useful language environments

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## **Economics**

**ECO 2821. Survey of Microeconomics (3 hours)**

This course develops the economic principles necessary to analyze and interpret the decisions of individuals and firms with respect to consumption, investment, production, pricing, and hiring. The principles are used to

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understand the behavior of business firms and public policy-making institutions.

**ECO 2822. Survey of Macroeconomics (3 hours)**

This course examines the goals of economic policy and the policy instruments available to achieve those goals. Attention is given to both monetary and fiscal policy along with the theory and measurement of national income, employment, price levels, and the international implications of economic policy.

**ECO 2823. Survey of United States Economic History (3 hours)**

This course will study the origin and growth of the American economic system from pre-colonial through the 20<sup>th</sup> century. The course traces the development of the evolution of American agricultural, commercial, manufacturing, financial, labor, regulatory, and technological sectors. Prerequisite: ECO 2821 or ECO 2822.

**ECO 3825. History of Economic Thought (3 hours)**

This course is a study of the major writers and schools of economic thought, related to the economic, political, and social institutions of their times: the Medieval, Mercantilist, Physiocrat, Classical, Marxist, Historical, Neoclassical, Institutionalist, Keynesian, and post-Keynesian schools. Prerequisite: ECO 2821 or ECO 2822.

**ECO 4920. Economics of Development (3 hours)**

This course is a study of the economic, social, and political factors that account for the contrast between the economic stagnation in much of the world and the steadily rising incomes in the United States, Europe, and Japan. General principles are applied to the development experience of selected countries in the historically less developed world and the formerly centrally-planned economies of Eastern and Central Europe. Prerequisite: ECO 2821 or ECO 2822

**ECO 4921. Money and Banking (3 hours)**

This course will study the role of private financial institutions and the Federal Reserve System in the creation of the nation's money supply and the theory that links the money supply to the nation's inflation rate and output level. Additional topics are the international payments mechanism, capital flows, the determination of exchange rates, and the use of a common currency by several countries. Prerequisites: ECO 2821, ECO 2822, and proficiency in the use of spreadsheet software.

**ECO 4922. Elements of Labor Economics (3 hours)**

This course will be a comprehensive study of the cause and effect relationship between work and income. It will examine labor market structures, human capital theory, union-management relations, labor history, economic policy, and earning profiles by gender and race. Prerequisites: ECO 2821 and ECO 2822.

**ECO 4923. Elements of International Economics (3 hours)**

This course is a study of international trade and finance. The

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microfoundations of the course will address why countries trade, why special interest groups fight international trade, regional specialization, international agreements on tariffs and trade, and national commercial policies. The macrofoundations of the course will focus on exchange rates, balance of payments, international investments, and coordination and cooperation of international monetary and fiscal policies. Prerequisites: ECO 2821 and ECO 2822.

**ECO 4925 Governmental Economics (3 hours)**

An analysis of the impact of federal, state, and local government expenditures, revenues, debt management, and budgeting on the allocation of resources, the distribution of income, the stabilization of national income and employment, and economic growth. Topics will include expenditure patterns, tax structure, benefit-cost analysis, policy analysis, and microeconomic and macroeconomic theories of public expenditures and taxation. Prerequisites: ECO 2821 and ECO 2822.

**ECO 2995/4995. Special Topics in Economics (3 hours)**

An intense study of diverse topics under the direct supervision of an economics faculty member.

## **English**

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**ENG 2551. World Literature: The Classics through the Renaissance (3 hours)**

This course will consider texts that are major representatives of: Greek drama, Roman, Medieval, and Renaissance literature. Prerequisites: COM 1711 and COM 1712.

**ENG 2560. World Literature: The Enlightenment to the Present (3 hours)**

A continuation of works of major world writers since the Renaissance. Prerequisites: COM 1711 and COM 1712.

**ENG 2565. American Literature to 1865 (3 hours)**

This course examines fiction, poetry, essays, and journals written by American authors between 1607 and 1865. It explores how being American has affected these writers both as artists and individuals, and relates that factor to other important aspects of the social, cultural, and intellectual history of the United States during this period. Prerequisites: COM 1711 and COM 1712.

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**ENG 2570. American Literature Since 1865 (3 hours)**

A continuation of American Literature from the Civil War to the present, emphasizing major writers such as Whitman, Dickinson, Twain, James, Frost, Eliot, Hemingway and including contemporary writers. Prerequisites: COM 1711 and COM 1712.

**ENG 3850. Shakespeare (3 hours)**

The plays and theatre of William Shakespeare. Prerequisites: COM 1711 and COM 1712.

**ENG 3855. Modern Short Stories (3 hours)**

This course will consider 20<sup>th</sup> century short stories, mostly English and American. Prerequisites: COM 1711 and COM 1712.

**ENG 3860. Modern Poetry (3 hours)**

This course will consider 20<sup>th</sup> century poetry, mostly English and American. Prerequisites: COM 1711 and COM 1712.

**ENG 3865. African-American Literature (3 hours)**

This course examines major writers and literary movements that have contributed to African-American literary history. Prerequisites: COM 1711 and COM 1712.

**ENG 4920. Special Topics in Drama. (3 hours)**

Drama as literature and genre, through survey and period studies.

**ENG 4930. Special Topics in Poetry (3 hours)**

This course will focus on particular poets, movements, styles, or periods.

**ENG 4940. Special Topics in Fiction (3 hours)**

English, American, and continental prose are examined in the context of theme, period, or genre.

**ENG 4950. Special Topics in Literature and Culture (3 hours)**

Courses relating literature with aspects of social and intellectual history or a particular issue or theme. Possible offerings may include women in literature, American civilization, African-American (or other ethnic) literature, popular culture, the literature of a single decade, children's literature, and myth and folklore in literature.

**ENG 4960. Special Topics in Major British and American Authors (3 hours)**

An intensive study of between one and five British or American authors.

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## French

**FRE 1701, 1702. French I, II (3 hours plus 3 hours)**

These courses are an introduction to understanding, speaking, reading, and writing French. Emphasis will be placed on acquiring a foundation in basic grammar as well as on listening comprehension and spoken French through class activities, tapes, and videos.



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**FRE 2995. Special Topics in French Language, Literature and Culture (3 hours)**

Topical aspects of the literature and cultural phenomena associated with the French language are explored in this course. Offerings will vary according to faculty and student interest.

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**General Science**

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**GEN 1750. Elements of Physical Science (3 hours)**

This topically-oriented course will examine the many facets of scientific investigation. These include the underlying assumptions, the limitations, the provisional nature, and the power of the scientific process, as well as the influences of science on other aspects of human activity. Elements of Physical Science will deal with a topic drawn from the physical sciences. These will include but not be limited to: Chemistry, Cosmology, Descriptive Astronomy, History of Science, Meteorology, Modern Scientific Perspectives of the Universe, and Oceanography.

**GEN 1751. Elements of Biological Sciences (3 hours)**

This course is designed to examine the many facets of scientific investigation. Rather than a survey of the entire field of biology, this effort will be directed toward specific topics such as, but not limited to: Cancer, Cell Biology, Disease, Human Biology, Ecology, Evolution, and Nutrition.

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**History**

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**HIS 1701. Western Civilization I (3 hours)**

This course will explore the history of the Western world from late antiquity to 1600, focusing on the rise of the Christian civilizations of Eastern and Western Europe and Islamic civilization. Special consideration will be given to the comparative study of ideas, religion, political institutions, and patterns of social organization. Through the use of primary documents and critical scholarly works, students will gain first-hand knowledge of the tools and methods of historical research.

**HIS 1702. Western Civilization II (3 hours)**

This course covers the history of Western civilization (defined as all the societies descended from medieval Christendom) since 1600, with the focus on its modernization after 1789. This process destroyed the relative homogeneity of the old regime and fragmented the West along two fault lines: (1) socio-economic modernization, which varied profoundly between rich capitalist societies (Germany, Britain, United States, Australia) and poor socialist, neo-feudal, or neo-mercantilist ones (Russia, Romania, Mexico, Brazil); and (2) political modernization, which could be liberal, communist, or fascist.

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**HIS 2850. United States History to 1865 (3 hours)**

A survey from Colonial times to 1865, concerned mainly with the major domestic developments of a growing nation.

**HIS 2851. United States History Since 1865 (3 hours)**

A survey from 1865 to the present, concerned with the chief events that explain the growth of the United States to a position of world power.

**HIS 2852. Europe in the 19<sup>th</sup> Century (3 hours)**

An examination of major events and movements in Europe, beginning with the collapse of the Old Regime and ending with the outbreak of World War I. Prerequisites HIS 1701 and HIS 1702.

**HIS 2853. Europe in the 20<sup>th</sup> Century (3 hours)**

An examination of major events and movements in Europe, beginning with World War I and ending with the collapse of communism in the Soviet Union and Warsaw Pact nations. Prerequisites: HIS 1701 and HIS 1702.

**HIS 2855. Northern Renaissance and Reformation (3 hours)**

The period of the northern Renaissance and Reformation is chiefly seen in terms of the breakdown of the medieval Catholic Church. The period also marked a dramatic transformation of European society, providing the foundation of both the modern state and modern revolutionary movements. This course will examine the relationship between religious ideas and more "secular" movements, in part to gain greater understanding of the true nature of the modern state and society. Prerequisites: HIS 1701 and HIS 1702.

**HIS 2860. The Italian Renaissance (3 hours)**

The Italian Renaissance is often regarded as the beginning of the modern era in the West. This course will examine the significance of the Renaissance in the development of modern social and political ideas and institutions. In particular, the course will examine the relationship between cultural developments - arts and letters - and social and political movements. Prerequisites: HIS 1701 and HIS 1702.

**HIS 4920. The American Civil War and Reconstruction (3 hours)**

A course emphasizing the causes of conflict, the wartime period, and major changes that occurred.

**HIS 4921. Contemporary U.S. History (3 hours)**

An interdisciplinary study of American life since World War II that emphasizes political, economic, social, and cultural developments. Prerequisites: HIS 1701 and HIS 1702.

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**HIS 2995/4995. Special Topics in History (3 hours)**

Courses offered to respond to topical needs of the curriculum.

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**Mathematics**

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**MAT 1701, MAT 1702. Elements of Algebra I, II (3 hours plus 3 hours)**

This two course sequence is designed to equip students with the algebra skills needed for the study of statistics and calculus. The first course is designed to offer students a review of topics they may have encountered before but have been away from for some time. The second course will deal with specific selected topics, and understanding of which is crucial for success in statistics and calculus. The prerequisite for MAT 1702 is MAT 1701 with a grade of "C-" or higher or by examination.

**MAT 2702. Introduction to Statistics (3 hours)**

Statistics is the science of collecting, organizing, analyzing and interpreting numerical data. We will study the various ways through which statistics enables us to make informed decisions in business, psychology, health sciences, political science, and other disciplines. Topics to be covered include probability, confidence intervals, hypothesis testing, correlation and regression, and chi-squared tests. Prerequisite: MAT 1702 with a grade of "C-" or higher or by examination.

**MAT 2995. Special Topics in Mathematics (3 hours)**

Selected topics in advanced mathematics are offered with permission of the instructor.

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**Music**

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**MUS 1701. Music Appreciation (3 hours)**

The appreciation of music is an historical study of cycles, trends, and development of ideas from early civilization through the 20<sup>th</sup> century. Music Appreciation discusses the development of different styles and movements, and the creative process as a means of self-expression with emphasis on the artists relationship to the world. Students in Music Appreciation will listen to a variety of important works with the aid of selected scores and outlines, and discussing composers and artists comment about their own works. Each student will be given copies of these sources, or reading lists from sources on reserve in the library. The use of the WWW and the Internet is encouraged and will be discussed in class.

**MUS 2850. Music, Television, Films and their Impact on Culture (3 hours)**

This course is designed to study and discuss the variety of viewpoints on the impact of music, television, and films, and their relationship to culture. A variety of music will be included, and television programs and films will be viewed and discussed with selected readings, representing the variety of viewpoints. When appropriate, guest speakers will be scheduled, and research using the WWW will be assigned.

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**MUS 2995/4995. Special Topics in Music (3 hours)**

This course will be a study of a selected topic in music, such as Women in Music, World Music, African-American Composers, Basic Techniques of Conducting, Masterpieces of Choral Literature, Fundamentals of Music, and Music and the Media.

## **Philosophy**

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**PHI 1701. Introduction to Western Philosophy (3 hours)**

This course introduces the student to Western philosophy through a study of four major thinkers: Socrates, Lucretius, Descartes and Nietzsche. These philosophers are from different historical periods and represent very different intellectual and cultural traditions. Studying the philosophies of these different thinkers will encourage students to reflect upon how they themselves view the world and their place in it and upon how their own ways of thinking have evolved from earlier systems of thought.

**PHI 2995/4995. Special Topics in Philosophy: Philosophical Issues and Problems (3 hours)**

Studies of selected philosophical questions usually of special relevance to the present day have included courses such as Philosophy of History, War and its Justification, and Philosophical Issues in Women's Rights.

**PHI 2996/4996. Special Topics in Philosophy: Philosophers (3 hours)**

Intensive study of the thought of a single important philosopher or group of philosophers.

## **Physical Fitness**

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**PHF 1701. Physical Fitness and Health (3 hours)**

This course is designed to present principles and methods for developing and maintaining physical fitness. Emphasis is on designing a personal program for cardiovascular endurance, muscle strength, flexibility, improved nutrition, and stress management.

**PHF 2995. Special Topics in Physical Fitness (1-3 hours)**

This course will be a study of a selected topic in Fitness or Health.

## **Politics**

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**POL 1701. Introduction to American Politics (3 hours)**

This course is an introduction to the fundamental questions of politics through an examination of the American founding and political institutions.

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**POL 2860. Introduction to Criminal Law (3 hours)**

The purpose of the course is to explore the dimensions of criminal law. That exploration will include the study of what constitutes a crime, the defense to criminal charges, crimes against the person, property crimes, crimes against public order and morals, crimes against the administration of government and criminal sentencing.

**POL 2861. Introduction to International Affairs (3 hours)**

This course is an introduction to the conduct of politics in a condition of anarchy. The central issues will be how and whether independent states can establish and preserve international order and cooperate for the achievement of their common interests in an anarchic environment. These questions will be explored through a reading of relevant history and theoretical writings and an examination of present and future trends influencing world politics.

**POL 2862. Constitutional Law I: Governmental Structure (3 hours)**

An examination of the constitution and constitutional law, with special emphasis on the structure of government, the rights, prerogatives, and responsibilities of the various branches, and federalism Prerequisite: POL 1701.

**POL 2863. Constitutional Law II: Bill of Rights (3 hours)**

An examination of the constitution and constitutional law, with special emphasis on the Bill of Rights and its application to the states through the 14<sup>th</sup> Amendment. Prerequisite: POL 1701.

**POL 2864. Introduction to Comparative Government and Politics (3 hours)**

A survey of major political systems and forms of government in the world, focusing especially on Europe and Asia. Students will be introduced to the methods of comparative political study, examining such topics as political culture, social structure, party systems, and political institutions and constitutions. Prerequisites: HIS 1701 and HIS 1702.

**POL 3860. History of Political Thought (3 hours)**

A survey of the history of political thought, emphasizing major authors and texts, including Plato, Machiavelli, Locke, and Rousseau. Prerequisite: HIS 1701 and HIS 1702.

**POL 2995/4995. Special Topics in Politics (3 hours)**

A variety of courses will be offered to respond to topical needs of the curriculum.

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## Psychology

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### **PSY 1701. Principles of Psychology (3 hours)**

This course presents a unique way of understanding ourselves: the use of the empirical method to obtain information about human and animal behavior. Psychological experimentation will be shown to contribute to human self-understanding through its production of interesting, reliable, and often counter-intuitive results. Topics to be considered may include obedience to authority, memory, alcoholism, persuasion, intelligence, and dreaming. These topics will be examined from a variety of potentially conflicting perspectives: behavioral, cognitive, developmental, biological, and psychoanalytic. This course serves as a prerequisite for all upper-level courses in psychology. A student must receive a grade of C- or higher before advancing to any upper-level course.

### **PSY 2860. Industrial/Organizational Psychology (3 hours)**

Organizations and the individuals who function within them will be examined from the perspective of psychological theory and research. Consideration will be given both to broad topics relevant to all organizations, such as communications, groups, and leadership, and to topics specific to the work environment, such as employee selection, training, and evaluation. Prerequisite: PSY 1701 with a grade of "C-" or higher.

### **PSY 2861. Survey of Behavior Therapy (3 hours)**

This course will examine the theoretical foundation for behavior modification. Other topics include the basic components of behavior modification, including therapy techniques, outcome studies, and discussion of clinical cases. Prerequisite: PSY 1701 with a grade of "C-" or higher.

### **PSY 2865. Survey of Learning and Conditioning (3 hours)**

This course examines the empirical and theoretical issues surrounding learned behavior. Most of the data discussed come from studies in animal learning but special emphasis will be placed on how learning principles explain everyday human behavior and are used in the treatment of abnormal behavior patterns. Prerequisite: PSY 1701 with a grade of "C-" or higher.

### **PSY 2870. Survey of Social Psychology (3 hours)**

Social psychology is the study of human beings in interaction with each other or under the pressure of forces of social influence. The course will include a consideration of conformity, persuasion, attraction, aggression, self presentation, and other relevant aspects of the social life. Prerequisite: PSY 1701 with a grade of "C-" or higher.

### **PSY 2871. Survey of Cognitive Psychology (3 hours)**

This course explores the nature and function of human thought processes. Topics to be covered include perception, attention, remembering and forgetting, mental imagery, problem solving, and reasoning. Prerequisite: PSY 1701 with a grade of "C-" or higher.

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**PSY 2875. Survey of Child and Adolescent Psychology (3 hours)**

The ways in which individuals understand the world and each other change dramatically from birth to adolescence. This course will trace these developments, particularly those of cognition, social behavior, and self-concept. The factors influencing development, such as heredity and social/cultural environment, will be emphasized. Prerequisite: PSY 1701 with a grade of "C-" or higher.

**PSY 2880. Personality Theory (3 hours)**

The goal of this course is to acquaint the student with the major theories of personality and with approaches to the scientific evaluation of them. Students will be encouraged to engage in critical analysis and theoretical comparisons of the ideas presented from diverse, and often contradictory, perspectives. Prerequisite: PSY 1701 with a grade of "C-" or higher.

**PSY 2881. Survey of Drugs, the Brain, and Behavior (3 hours)**

This course examines the effects of psychoactive drugs on the central nervous system and behavior. Recreational and illicit drugs, along with medications for various mental illnesses, will be discussed. Drug action at the synaptic level, dose response functions, tolerance, and toxicity also will be covered. Prerequisites: GEN 1751 and PSY 1701 with a grade of "C-" or higher.

**PSY 2885. Lifespan Development (3 hours)**

This course aims to develop students' critical understanding of psychological concepts, theories, and methods relevant to the study of human development across the lifespan. The students will be introduced to the key debates surrounding lifecycle stages and will analyze psychological changes from neonate to adulthood (including middle and old age) through to dying and death. Prerequisite: PSY 1710 with a grade of "C-" or higher.

**PSY 3820. Tests and Measurements (3 hours)**

This course covers the selection, interpretation, and applications of psychological tests, including tests of intellectual ability, vocational and academic aptitudes, and personality. The most common uses of test results in educational institutions, clinical settings, business, government, and the military will be considered. The history of psychological testing and the interpretation of test results also will be considered from both traditional and critical perspectives. Although students will have the opportunity to see many psychological tests, this course is not intended to train students actually to administer tests. Prerequisites: PSY 1701 with a grade of "C-" or higher and MAT 2702.

**PSY 3821. Survey of Physiological Psychology (3 hours)**

This course focuses on the neural and hormonal correlates of behavior, including sleep, feeding, sexual behavior, learning and memory, language, movement, and psychopathology. Other topics include methods used in

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the brain sciences, the connection between stress and illness, and how the brain recovers from injury. Prerequisite: GEN 1751 and PSY 1701 with a grade of "C-" or higher.

**PSY 3830. Psychology of Leadership (3 hours)**

The concept of leadership will be explored within the context of psychological research and theory. Students will be invited to examine a variety of approaches to leadership and to analyze them critically. Activities that foster the development of effective leadership abilities and strategies will be an important component of the course. Prerequisite: PSY 1701 with a grade of "C-" or higher.

**PSY 3840. Abnormal Psychology (3 hours)**

There are three main goals in this course. The first is to enhance the student's understanding of psychopathology and major treatment approaches. The second is to help the student learn to evaluate critically the research evidence regarding therapeutic interventions. The third is to encourage a self-examination of the student's attitudes and those of our society regarding mental illness and the full range of human individual differences. Prerequisites: PSY 1701 with a grade of "C-" or higher and PSY 2880.

**PSY 3860. Research Methods (3 hours)**

Through a combination of class discussion and hands-on research activity, this course provides students methods, such as naturalistic observation, surveys, and archival research, and concludes with an analysis of controlled experimental methods. Quasi-experimental designs and applications of research methods are also explored. Offered annually. Prerequisites: PSY 1701 with a grade of "C-" or higher and MAT 2702.

**PSY 4920. History and Systems of Psychology (3 hours)**

A study of the historic development of modern psychology, this course covers its philosophical and scientific ancestry, the major schools of thought, the contemporary systems of psychology, and their theoretical and empirical differences. Recommended for the senior year. Prerequisites: PSY 1701 with a grade of "C-" or higher and one additional psychology course.

**PSY 2995/4995. Special Topics in Psychology (3 hours)**

The seminar will provide examination and discussion of various topics of contemporary interest in psychology. Prerequisite: PSY 1701 with a grade of "C-" or higher.

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## Sociology

**SOC 1701. Principles of Sociology (3 hours)**

This course offers an introduction to topics central to the study of human society and social behavior. Selected fields of study frequently include culture, formation of the self, social classes, power structures, social movements, criminal behavior, and a variety of social institutions. Emphasis is placed upon basic concepts and principal findings of the field.



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**SOC 2850. Marriage and Family (3 hours)**

This course focuses primarily on the 20<sup>th</sup>-century American family. The topics discussed include trends in marriage, the age of marriage, fertility, illegitimacy, divorce, remarriage, and domestic abuse. The possible social and economic causes and consequences of these trends are also discussed.

**SOC 2975. Cultural Anthropology (3 hours)**

An introduction to the study of people and their cultures, using material from folk and modern cultures throughout the world. Emphasis is given to development of understanding of culture, its purpose, meaning, and function.

**SOC 2995/4995. Special Topics in Sociology (3 hours)**

A seminar providing examination and discussion of various topics on contemporary and historical interest in sociology.

## Spanish

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**SPN 1701, 1702. Spanish I, II (3 hours plus 3 hours)**

These courses are an introduction to understanding, speaking, reading, and writing Spanish. Emphasis will be placed on acquiring a foundation in basic grammar as well as on listening comprehension and spoken Spanish through class activities, tapes, and videos.

**SPN 2995. Special Topics in Hispanic Languages, Literatures, and Cultures (3 hours)**

This course provides the opportunity to study particular aspects of the languages, literatures and cultures of Spain, Spanish America or United States Hispanic communities not covered in the other courses. Offerings will vary according to faculty and student interest.



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# Master of Business Administration

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# Master of Business Administration

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## **The MBA Program Overview**

Oglethorpe University has long enjoyed a tradition of educating men and women to be leaders and contributors in the business community and society at large. In keeping with the Oglethorpe tradition, the Master of Business Administration program is rooted in the liberal arts. From this foundation, the program concentrates on the integration of business functional areas, while encouraging students to apply critical thinking, leadership and communication skills, and to focus on teamwork. Courses in the MBA program integrate the disciplines of economics, finance, marketing, management, and accounting in order to illustrate a complete picture of the global business environment and how different aspects within that world interrelate. The needs and input of the Atlanta business community helped to shape the design of the Oglethorpe MBA, culminating in courses that are pertinent to today's global business environment.

Oglethorpe's MBA is an innovative addition to our commitment to higher education in Atlanta. The primary purpose of the MBA program is to provide graduates with the expertise necessary to become effective, professional managers in business and non-business organizations. The curriculum is designed to help the students acquire an understanding of the context in which modern organizations operate, a knowledge of the content of management operations, and an appreciation of the interrelationships involved. The courses will present the student with an understanding of the economic, political, and social environment in which organizations operate, domestically and internationally and the behavioral skills that are essential in the modern organizational environment.

Small classes, generally averaging 15 students, are scheduled in 8-week sessions, in the evening one night a week or on Saturday for the convenience of professional adults. The program consists of 13 courses that stress the use of critical thinking, communication, and teamwork skills developed in the context of a business setting. Students generally are taught by full-time Oglethorpe University faculty in an interactive seminar-style setting. Admission to the MBA Program is offered prior to the beginning of each 8-week session

*The 13 courses are divided into four general course categories:*

### **THE CONTEXT COURSES: The Elements of Modern Business**

In the 'context' courses, students explore various aspects of the processes by which businesses are created and established, and the ways by which enterprise develops. Students study the manner by which commerce evolves in anticipation of and in response to a variety of challenges including international and domestic competition and the need to create value for customers, employees, owners and society at large. These courses are designed to engage the students to think critically about how businesses can and should successfully integrate and meet the needs of individuals, groups and cultures. The courses are:

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MBA 600 Commercial Civilization  
MBA 640 Moral Leadership  
MBA 660 Value Creation for the Customer  
MBA 670 Global Enterprise

**THE CONTENT COURSES: Corporate Decision Making**

In the 'content' courses, students are asked to develop and exercise their skills with a particular set of tools and to apply these tools to the conversion of raw data into useful information. Integrative case studies are used; a number of which will be common across the content courses. In addition, professors and interested others may participate in any given content course when the integrative cases are discussed. This feature is designed to make the inter-disciplinary links in the courses. The courses are:

MBA 610 Capital Decision Making  
MBA 620 Economics of the Enterprise  
MBA 630 Managerial Accounting and Control  
MBA 650 Marketing Decision Making

*The eight Context and Content courses are collectively referred to as the Core courses.*

**ELECTIVE COURSES: Enhanced Skills and Perspectives**

In three elective courses, students have the opportunity to explore an area or areas of their choice in greater depth. These areas include accounting, economics, finance, management and leadership, and marketing. Often interdisciplinary electives are offered that give the student an opportunity to integrate knowledge from more than one traditional discipline.

**THE CAPSTONE COURSES: Applied Business Analysis and Decision Making**

In the 'capstone' courses, students are challenged to integrate, in a systematic, rigorous, and relevant manner their knowledge, insights and skills gained from previous courses and experiences. Working exclusively in teams, students apply their knowledge and skills within the context of sophisticated business simulation exercises, and through the completion of actual, 'live', business problem solving projects. The courses are:

MBA 690 Business Simulation  
MBA 700 Practicum Project

## **Teaching**

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The MBA courses are generally taught by full time Oglethorpe University faculty members with a wide variety of practical business and academic teaching experience. This variety leads to a diversity of teaching styles, which is a key factor in the strength of the program. Teaching methods may include lecture and textbook approaches, the case method, seminars, field trips, group projects and independent research. The case method often will be used in the content courses, with the same case studied in more than one course to enhance the student's universal understanding of the complexities of business. When this overlap occurs, other professors and students familiar with the case will attend the class session and participate in the discussion. In this way, the program stresses the integration of functional areas.

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# Master of Business Administration Admission Procedures

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## Application Procedures:

All correspondence concerning admission to the MBA program should be addressed to University College, Oglethorpe University, 4484 Peachtree Road, N.E., Atlanta, GA 30319-2797; telephone: (404) 364-8383; fax: (404) 364-8437. A prospective student should complete and return an application for admission and other required supporting documentation with a \$30 non-refundable application fee. Candidates seeking admission to the Oglethorpe University MBA program should be prepared to demonstrate the aptitude and motivation necessary to complete the program successfully. Applicants must submit the following materials in support of their admissibility.

1. A completed application form, with \$30 nonrefundable application fee.
2. An essay of no more than two pages, citing a specific example of the most effective professional or academic team of which the applicant has been a member and describe what it accomplished, what his or her role was, and why the team was successful.
3. An updated resume.
4. Three letters of recommendation, including one professional reference, one academic reference, and either a personal or a second professional or academic reference.
5. Official copies of academic transcripts from all colleges, universities, and other institutions of higher education attended.
6. Official results of either the Graduate Record Exam (GRE) or the Graduate Management Aptitude Test (GMAT); The Institutional Code for Oglethorpe University is 5521.
7. International Students only: Additional requirements may apply. Please contact the University College.

[Items (1), (2), and (3) should be completed and submitted together to the University College. The applicant must request that item (4) be submitted by their recommenders, item (5) resubmitted by the appropriate institutions, and item (6) be submitted by the appropriate testing service to the University College at the University address.]

*The Admission Committee will evaluate the applicant according to the following:*

**Full Admission** - A student who has satisfactorily demonstrated aptitude through recommendation and work experience, completed an undergraduate degree, has acceptable scores on the GRE or GMAT, and who has met all prerequisites required for admission.

**Conditional Admission** A student who has not completed all of the undergraduate prerequisite courses that are required to enter the program, but have met all other admission requirements.

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**Regret** - An applicant who in the opinion of the admission committee does not meet the criteria for admission

## **Prerequisites**

The general level of Oglethorpe's MBA courses assumes that the student has a basic knowledge of business terminology and functional business operations. To assure preparedness, students must have taken the following undergraduate courses (or their equivalent):

- Principles of Accounting I
- Survey of Microeconomics
- Introduction to Marketing
- Managerial Finance
- Introduction to Management
- Introduction to Statistics
- Calculus for Business Decisions

Certain MBA courses have the classes listed above as specific prerequisites; however, students may still enroll in the graduate program without every prerequisite as long as the student completes them during the course of their graduate study. A student must satisfy all prerequisites for any specific MBA class (see course descriptions for specific prerequisites).

## **Transfer Credit**

Students admitted to the MBA Program may transfer up to ten semester credits of prior accredited and comparable graduate work taken elsewhere. Transfer credit can include no more than two Core courses. A final evaluation of proposed transfer credit will be made by the MBA faculty.

## **English Language Proficiency**

All students from countries where English is not the native language must demonstrate English language proficiency to be considered for admission. English language proficiency must be demonstrated in at least one of the following four ways:

1. Complete level 109 from an ELS, Inc. language center.
2. Score a minimum of 550 on the TOEFL (Test of English as a Foreign Language).
3. Score 400 or more on the verbal section of the International Scholastic Assessment Test.
4. Have a combined 2.5 grade-point average with no grade below a "C" in two English composition courses from an AACRAO (American Association of Collegiate Registrars and Admissions Officers) accredited college or university.

## **Admission as a Transient Student**

Transient students may take any course offered by the University, provided that they secure permission from their current institution certifying that the institution will accept for transfer credit the academic work done by the student at Oglethorpe. The student must have completed all prerequisites required for the proposed course of study. This permission is the responsibility of the transient student. A letter of good standing or a current transcript must be sent to the University College Office before a transient student can be accepted.

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# Academic Regulations and Policies

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## Academic Advising

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Each student consults with the MBA Director or MBA Advisor in preparing course schedules, discussing post-graduation plans, and inquiring about any other academic matters. The MBA Director or the MBA Advisor serves as the student's academic advisor. To change advisors a student must complete the following procedural steps:

- Ask the proposed "new" faculty advisor for permission to be added to the faculty member's advisee list.
- Ask the current advisor to send the student file to the faculty member who has agreed to be the student's new advisor.
- Ascertain that the new advisor has received the file and has sent an Advisor Change notice to the Registrar's Office.

## Registration

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Students should make appointments prior to or during registration to consult with their academic advisors.

## Class Attendance

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Regular attendance at class sessions, laboratories, examinations, and official University convocations is an obligation which all students are expected to fulfill. Faculty members set attendance policies in their course syllabi.

## Final Examinations

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Final examinations, up to four hours in length, generally are given during the last evening of each class.

## The Oglethorpe Honor Code, Withdrawals, Drop/Add, Refunds, Grading, Grade Appeals, and Graduation Exercises

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The policies regarding The Oglethorpe Honor Code, Withdrawals, Drop/Add, Refunds, Grading, Grade Appeals, and Graduation Exercises are the same as those for Undergraduates. Please refer to that section for further information.

## Standards

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A cumulative GPA of 3.0 with no more than two grades below a B- is required for graduation. If the cumulative GPA falls below a 3.0 the student will not be in good



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academic standing. The first session that a student falls below a 3.0, the student will be placed on warning. In an effort to improve the student's GPA he/she may retake the course; no additional credits are earned for the course; however, the new grade and quality points will replace the original grade. If a student is on warning, and the next session still falls below a 3.0, the student is placed on probation.

A student on probation is allowed to take no more than one course each session in the MBA program until he/she exits the probation period. If a student continues on probation, the student is excluded from attending the MBA program for one session and is placed on exclusionary probation.

If a student returns from exclusionary probation and the next session is in good standing, then the exclusionary probation is removed. If the student is still not in good standing, the student is permanently excluded from the MBA program.

## **Master of Business Administration Tuition and Fees**

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Payment of tuition and fees is due at the time of registration each semester. Failure to make the necessary payments will result in the cancellation of the student's registration. Students receiving financial aid are required to pay the difference between the amount of their aid and the amount due by the deadline. Please see the Tuition and Costs section of this bulletin for current tuition and fees.

Employer Reimbursement: Arrangements can be made for those students whose employers pay all or part of their tuition and fees. At the beginning of each semester (at the time of registration), students must complete a Deferred Payment Option: Employer Reimbursement form for their course fees and pay a 25% down payment, plus a \$25 administration fee. The balance is due from the employer or the student 30 days after class/session ends. Student accounts that are delinquent will be subject to late fees and finance charges. Registration for future sessions will be withheld on accounts with a past due balance.

## **Financial Assistance**

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Financial Assistance for MBA programs is very limited. In some cases, students are eligible for Federal Perkins Loans, Subsidized and Unsubsidized Federal Stafford Loans, or Federal PLUS Loans as described in the Financial Assistance section of this bulletin.

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# MBA Course Descriptions

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## CONTEXT COURSES

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### **MBA 540 Calculus for Business Decisions (4 hours)**

This course focuses on applied mathematics: Algebra and Calculus that are needed in constrained optimizations of target variables such as maximization of output, profit, return of investment, minimization of cost, optimal inputs uses, etc. The students of this course will benefit in getting good grasps in all other courses that use these mathematical concepts. This course does not cover graduate credit, but is for the convenience of students who need this prerequisite material.

### **MBA 600 Commercial Civilization (3 hours)**

This course is designed to familiarize the student with the evolution of free market thinking since the dawn of civilization through the present. The course will be divided into two sections. The first begins with the hostility of Aristotle and then proceeds to analyze the mercantile philosophy of the Catholic Church. The specific markets impacted by the Crusades alone, with a natural progression into the Renaissance will follow. This portion of the course will end with the champions of free market thinking, i.e., Smith, Franklin, and Weber. The second half of the course will analyze various industries and the individuals that developed them throughout the nineteenth and twentieth centuries. The focus of the second half of the course will be primarily but not exclusively with the United States. Prerequisites: Admission to the program.

### **MBA 640 Moral Leadership (3 hours)**

In this seminar students examine the moral, ethical, and value-based elements of leadership in organizations. Issues as to how one determines what is right or wrong with respect to organizational action, from both an individual and organizational context, are discussed. There is an emphasis on getting the students to employ moral reasoning and to articulate their own perspectives on the challenges of moral leadership. Prerequisites: Introduction to Management and Admission to the program.

### **MBA 660 Value Creation for the Customer (3 hours)**

In this seminar students are introduced to systems thinking and analysis and examine how the various segments of business can be brought together to form a complete value creation system that can lead to sustain able competitive advantages in the marketplace. Students will examine various perspectives of Systems Analysis and Total Quality Management. Prerequisites: Introduction to Management, Survey of Microeconomics, and Admission to the program.

### **MBA 670 Global Enterprise (3 hours)**

In this context seminar students examine the challenges that leaders and managers face in conducting business across national frontiers and in the competitive global environment. Participants study the impact that changes in technology, economic policy, and politics have on the capacity of an organization to compete and succeed in the international arena. Students will also participate in a cross cultural

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simulation designed to teach the frustrations and necessities of knowing cultural differences. Prerequisites: Introduction to Management and Admission to the program.

## **CONTENT COURSES**

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### **MBA 610 Capital Decision Making (3 hours)**

This content course focuses on the conceptual and practical problems associated with the financial management of the non-financial firm. Topics that will be discussed will include capital budgeting, cost of capital, firm valuation, capital structure, dividend policy and investment strategies, and capital management. Selected reading and case studies will be used to present the theoretical and practical framework for corporate financial decision-making. Prerequisites: Principles of Accounting I, Managerial Finance, Introduction to Management, and Admission to the program.

### **MBA 620 Economics of the Enterprise (3 hours)**

This course continues at a more advanced level the study of several topics included in the prerequisite course: supply, demand, opportunity cost, marginal and average costs, and the determination of the optimal output level for price searchers and price takers. New topics include the estimation of demand functions, price discrimination, intertemporal decision-making, the economics of information, the economics of property rights, and the theory of regulation. Prerequisites: Survey of Microeconomics and Admission to the program.

### **MBA 630 Managerial Accounting & Control (3 hours)**

This course examines the analytical techniques and methodologies used to generate accounting information necessary for internal decision-making. Topics to be covered include information requirements for financing, resource allocation, production and marketing decisions. Additionally, techniques for performance evaluation, of management and business marketing segments will be reviewed. The course will help the student to prepare for the Certified Public Accountant, Certified Management Account, and Chartered Financial Analyst qualifying examinations. Prerequisites: Principles of Accounting I and Admission to the program.

### **MBA 650 Marketing Decision Making (3 hours)**

This course is designed to help students understand how to develop, evaluate, and implement strategies for the market. Emphasis will be on promoting a long-term approach to marketing by providing students with principles, tools, and concepts that create an entrepreneurial thrust and strategic competitive advantage. This course will make heavy use of case analyses. Prerequisites: Principles of Accounting I, Survey of Microeconomics, Introduction to Marketing, and Admission to the program.

## **MBA ELECTIVE COURSES**

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Because of the changing nature of business and industry, as well as the changing nature of the world at large, the topics of the elective courses is continually changing. However a representative list would include, but is not limited to: Personal Taxation, Corporate Taxation, Portfolio Management, Speculative Markets, Studies in Leadership, Psychology of Consumption, Consumer Behavior, Stabilization Policy, Entrepreneurship, Theory of Constraint, Comparative Organizations, and Total Quality Management.

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**MBA 617 Portfolio Management (2 hours)**

This course introduces the student to the environment in which investment decisions are made and to the variety of investment opportunities that are available. Various pricing models and techniques will be discussed. The three-step equity valuation process will be explored. Various performance measures and financial derivatives will be introduced.

**MBA 622 Stabilization Policy (2 hours)**

This course is designed to familiarize the student with the knowledge to understand economic policy. The student will be introduced to the workings of monetary and fiscal policies and their use in confronting the macroeconomic problems of inflation, unemployment, and economic growth. The course will also address the inconsistency between domestic and international economic stabilization policies.

**MBA 641 Studies in Leadership (2 hours)**

This course is designed to explore the development and use of leadership theories, concepts and practices as portrayed in film and literature. Such topics as managing change, motivation, communications, crisis management, cultural diversity, decision making, ethics and value, group dynamic, problem solving, leadership style and traits, organizational culture, power and authority, gender leadership differences, group solving, entrepreneurship, etc. are possible topics to be covered. Students will have an opportunity to refine their leadership capabilities by better understanding leadership in action through film cases and classic literature case studies.

**MBA 642 Soul of Leadership (2 hours)**

In this course we explore the often neglected elements of Leadership of Organizations- the Spiritual and Soulful elements. How can we learn to build organizations that encourage the development and fulfillment of complete human beings? We read David Whyte's "The Heart Aroused: Poetry and the Soul in Corporate America", and Robert Pirsig's "Zen and the Art of Motorcycle Maintenance." Prerequisite: Moral Leadership or Value Creation.

**MBA 661 New Business Plan Writing (2 hours)**

In this course students will assess the feasibility for a new venture start-up and will write a preliminary plan for their venture. Texts and assignments will focus on providing tools to complete the feasibility assessment, and teams will make their formal presentation at the end of the session.

The following two courses will have different subjects of discussions depending on the business circumstances existent at the time of offering. Previous offerings have included: Total Quality Management, Managerial Problem Solving, and Strategic Thinking.

**MBA 681 Issues in Business (2 hours)**

This course may have prerequisites, but will not have a Core course as a prerequisite.

**MBA 686 Topics in Business (2 hours)**

The prerequisites for this course will include a Core course. The specific Core prerequisite will depend on the course content.

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## CAPSTONE COURSES

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### **MBA 690 Business Simulation (5 hours)**

In this capstone course students work in teams and each team tests its skill in a business simulation. Teams will be confronted with difficult operating and economic decisions. The simulation will involve the application of specific models and quantitative techniques to the analysis of their decisions. Applications will include optimization, statistical inference and decision making under uncertainty. The simulation will make use of models such as multiple regression and linear programming. Prerequisites: All content courses.

### **MBA 700 Practicum Project (5 hours)**

In this seminar, students will bring all of their experiences in the classroom and career to the test. During the Practicum, students will be required to have chosen a final team group, and have defined a comprehensive project. Project definition can include SBI and SBDC Small Business Studies, New Venture Business Plans, Business Self-Studies, International Business projects, or others. Before students are allowed to register for the Practicum, they must schedule and complete a practicum proposal. This is done in coordination with their faculty Practicum Committee. The Practicum involves a series of meetings between the team and their chosen faculty advisor, designed to help the students craft their projects. The Practicum is complete when students defend their project in front of the MBA faculty and a panel of professional business representatives. This project must be completed within one year of project proposal. Prerequisites: All content and context courses.

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# Glossary of Oglethorpe Terms and Historical References

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## A Glossary of Oglethorpe Terms and Historical References

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**Academic quad** – The major academic buildings are arranged around a large grassy rectangle. Many informal and formal activities take place on the academic quad including Quadfest in the fall, the Stomp the Lawn Concert, and commencement in the spring. The original gothic buildings on the academic quad are on the National Register of Historic Places. Dr. Thornwell Jacobs called the granite halls the “Silent Faculty,” implying that they could inspire students to learn.

**Battle of Bloody Marsh** - The “battle” is a tug-of-war between a student team and a faculty/staff team organized by the Programming Board that takes place in the fall on the academic quad. The name refers to the 1742 battle in which the forces of General Oglethorpe defeated the Spanish troops in south Georgia.

**Boar’s Head** – Boar’s Head is held in the Conant Center on the first Friday in December. It begins with a procession of the members of Omicron Delta Kappa in academic regalia carrying a roasted boar’s head on a litter. The procession is followed by a reading of the Boar’s Head story. The rest of the celebration consists of a concert featuring the University Singers, the lighting of the holiday tree and a reception sponsored by the Oglethorpe Student Association. The armorial crest of General James Edward Oglethorpe, which depicts four boars’ heads, serves as the inspiration for this annual tradition.

**Bomb Shelter** – The name for this snack bar and game room in the lower level of the student center does not refer to any previous functions as a bomb shelter. It was named for a video show, Bomb Shelter Television or BSTV, that was produced by a student group for several years in the mid 1980s.

**Bubble** - References to the ‘Oglethorpe Bubble’ remind one of the risk of succumbing to the cocoon-like atmosphere that can surround an Oglethorpe student. In the warmth and comfort of the Oglethorpe Bubble the realities of life outside the campus fence can seem remote.

**Core, The (Core Curriculum)** – A distinctive element of an Oglethorpe education since the 1940’s, the Core, in its current form, provides a four-year common learning experience for all students. The Core encourages students to pursue links among the various areas of study and to appreciate the value of intellectual inquiry.

**Crypt of Civilization Time Capsule** – Situated behind a stainless steel door in the lower level of Hearst Hall, the Oglethorpe Crypt was identified by the *Guinness Book of World Records* as “the first successful attempt to bury a record of this culture for any future inhabitants or visitors to the planet Earth.” Sealed in 1940 by Dr. Thornwell Jacobs, the Crypt is not to be opened until 8113 A.D. It contains an encyclopedic inventory intended to be a “museum” of representative culture from the times of the Egyptians through the mid-twentieth century. The first item to be seen upon the opening of the Crypt is the “language integrator,” designed to teach twentieth century English to the generations of 8113.

**Crypt Capsule 2010** – Located in the lobby of the Emerson Student Center, the time capsule was sealed on Oglethorpe Day 2000 to help heighten awareness of the Crypt of Civilization. It is scheduled to be opened on Oglethorpe Day 2010.

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**Elephant** – In November 1941 the Ringling Brothers and Barnum and Bailey Circus was performing in Atlanta. Eighteen circus elephants were poisoned by what was later determined to be arsenic. When nine of the beasts died, an enterprising professor in the Oglethorpe medical school had one hauled to campus and deposited behind Lowry Hall (now Weltner library) for use in his comparative anatomy class. As the animal began to decay a hole was dug next to the body and it was rolled in and buried.

**Fishbowl** – The admission conference room off the foyer to the admission office in Lupton Hall is commonly referred to as the fishbowl because only a glass wall separates it from the foyer.

**Georgia Shakespeare Festival** – The Georgia Shakespeare Festival has been a fixture on the Oglethorpe University campus since the 1980s when it has housed in a tent on the infield of the university track and at other locations. Since the summer of 1997 GSF has shared occupancy of the university's Conant Performing Arts Center, performing Shakespeare and other plays six months out of the year.

**Great Hall of Hearst** – Phoebe Hearst Hall, named for the mother of William Randolph Hearst, was built in 1915. The Great Hall is the building lobby that features a large stone fireplace and beautiful carved woodwork. The Great Hall is the site of many traditional events at the university.

**Greek Row** – This term refers to the cul-de-sac that is home to four fraternity and two sorority houses.

**Ho Chi Minh Trail** – This is the informal name of the walkway that runs through the woods from the upper quad residence area to connect with the sidewalks between the library and the student center. Presumably this designation came about in the 1960's or 70's and refers to the trail that was named for the leader of North Vietnam during the Vietnam War.

**Jacobs, Thornwell** – Dr. Jacobs was the driving force behind the reopening of Oglethorpe University on its present site in 1916. He was responsible for the Gothic revival architecture of the original buildings and served as university president for nearly three decades. The Crypt of Civilization was his idea and project. The sayings inscribed over the portals of Lupton and Hearst Halls are all from Dr. Jacobs.

**Lanier, Sidney** – The most distinguished alumnus of Old Oglethorpe was Sidney Lanier, class of 1860, destined to achieve fame as a poet, critic, and musician. Born in Macon, Georgia he entered Oglethorpe at age fifteen. His favorite college activity was the Thaliens, then a literary and debating society. After graduation Lanier served in the Confederate army. His most famous poems were about nature including, "Song of the Chattahoochee." Shortly before his death at age thirty-nine, Lanier remarked that his greatest intellectual influence was his college days at Oglethorpe University.

**Lupton Hall Bell Tower** – Built as a freestanding structure in 1920, the granite tower is trimmed in limestone. The tower is a monument to Margaret Lupton. Her son and Oglethorpe benefactor John T. Lupton of Chattanooga, Tennessee at one time owned the exclusive franchise to the Coca-Cola Bottling Company. The tower



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still has its original clock and bell chimes. The carillon atop the building was added in the early 1970s. In the 1920s two more sections with entrances were added to the tower to complete Lupton Hall as a unified academic building.

**Nescit Cedere** (pronounced “nes-keer keh-deh-reh”) – The university uses as its coat-of-arms the crest of the Oglethorpe family. Their symbol was the ferocious wild boar. The coat-of-arms features boars’ heads on a silver field. Underneath in the Latin script is the Oglethorpe family motto adopted by the University. “Nescit Cedere,” which is freely rendered as “He does not know how to give up.” This phrase is used as the last line in the Oglethorpe alma mater.

**Night of the Arts** – At the Oglethorpe Night of the Arts in October the university’s creative students, faculty and staff take the stage to perform. The evening, which is sponsored by the literary magazine, features readings of poetry and fiction, dance, musical performances and art displays.

**Oglethorpe, General James Edward** (1696-1785) – General Oglethorpe, the university’s namesake, founded the Georgia colony at Savannah in 1733. The university’s collegiate gothic architecture was inspired by Corpus Christi College of Oxford University, Oglethorpe’s alma mater.

**Oglethorpe Day** – Oglethorpe Day, the second Wednesday in February is a festive occasion, which honors the founders of the university and serves to remind members of the community of the institution’s rich history and unique traditions. Convocation kicks off the day’s festivities, which typically include such elements as music, drama, and food.

**Oglethorpe Student Association** – This is the official name of Oglethorpe’s student government. The OSA is composed of three bodies – an executive council, a senate and the programming board.

**Old Oglethorpe University** – Originally founded in 1835 by Georgia Presbyterians, Old Oglethorpe was one of the oldest denominational institutions south of the Virginia line. It was located near the antebellum Georgia capital of Milledgeville. The curriculum consisted primarily of classical languages and literature, theology, and natural sciences. Oglethorpe’s president during much of this time was Samuel Talmage. Other distinguished faculty were Joseph LeConte, destined to achieve world fame as geologist, and James Woodrow, the first professor in Georgia to hold the Ph.D. Old Oglethorpe, which is said to have died at Gettysburg,” perished during the Civil War.

**Petrels of Fire** – Based on the Cambridge University tradition portrayed in the movie “Chariots of Fire,” the Petrels of Fire is a footrace that takes place on Oglethorpe Day each year. In the race Oglethorpe runners strive to circumnavigate the academic quadrangle beginning at the first stroke of 12 on the bell tower carillon and finish before the final stroke.

**Petey** – Petey the Petrel is Oglethorpe’s costumed mascot. Petey appears most often at basketball games.

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**Programming Board** – An elected body of the Oglethorpe Student Association the board plans concerts, parties and other entertainment for the student body.

**Recruitment** – Once known as rush, recruitment is the process by which fraternities and sororities gain new members. It consists of a series of events that are designed to provide an opportunity for interested students to meet fraternity and sorority members. Through the recruitment process interested students are able to learn about the goals, purpose, and benefits of membership in a Greek letter organization. At the same time the fraternities and sororities are able to get to know those students who they will invite to become members.

**Rikard Lecture** – Helping student understand current issues in business is the purpose of the Mack A. Rikard lectures at Oglethorpe. The series, named for a former trustee and benefactor of the university, brings a business or civic leader to campus several times a year.

**Stomp the Lawn** – This outdoor concert, produced by the programming board in April on the academic quad, features a name band, booths, games of various kinds and a picnic. Some bands that have performed at Stomp the Lawn are Drivin' N' Cryin,' Jump Little Children, Edwin McCain and Michelle Malone.

**Stormy Petrel** (idiosyncratically pronounced “pea-trel”) – For sports teams Oglethorpe University’s mascot is the Stormy Petrel. The Stormy Petrel is a small sea bird that flies in the face of storms. According to legend, James Oglethorpe, on his first transatlantic voyage to Georgia in 1733, was inspired by students to be extinct despite the fact that it is one of the most numerous bird species on earth. The nickname is unique in all of American intercollegiate sports. Duane Hanson, renowned former Oglethorpe art faculty member, designed the stylized version of the petrel seen on Dorrough Field House.

**Thailand Society** – Originally formed in 1839 at Old Oglethorpe in Milledgeville, this organization is the university’s oldest student organization. The Thalians meet regularly to discuss issues of social, political, or philosophical interest to the members.

**Thermometer** – Also known as the keyhole, this is the common name for Muade Jacobs Driveway that ends in a circular drive between Lupton and Hearst Halls. Built in the 1920s the drive used to run out to Peachtree Road.

**Tower** – The Tower is Oglethorpe’s literary magazine. It is named for the rooms on the top floor of the library, now occupied by the museum director, where its staff meetings were first held, The magazine includes poems, short essays, and stories, photographs, and artwork by students, faculty and members of the Oglethorpe community at large.

**24 Hour Room** – There is a study room located on the entrance level of the Weltner Library that is open around the clock for late night and early morning studying, writing papers, etc. Snack machines are located in the room and it is the only part of the library in which food is permitted.

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**UPC (The University Program Committee)** – Composed of faculty , staff and students, the UPC plans co-curricular lectures and performances throughout the academic year that are open to the Oglethorpe community.

**Upper Quad** – This term refers to the residence hall area that includes Alumni, Dempsey, Jacobs, Schmidt and Trustee Halls, They are laid out in a three-sided rectangle with an open end.

**Virgin Bourbon Party** – The purpose of this October party, sponsored by the oglethorpe Student Association, is to unite students, build community and prove to everyone that students can have a good time without consuming alcohol. This party is held in the Traer residence hall courtyard.

**WJTL** – The campus radio station broadcasts over the Internet utilizing Real Audio. The final three call letters stand for John Thomas Lupton, an early benefactor of the university and namesake of Lupton Hall.

**Yamacraw** – Because the University serves as a “living memorial” to the founder of Georgia, it features many references to the life and legend of General James Oglethorpe. The school yearbook is named the Yamacraw after the native American tribe who befriended him in Georgia.

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# Index

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Academic Advising .....	37	Credit by Examination .....	37
Academic Calendar .....	5	Course Level .....	42
Academic Dismissal .....	41	Credit by Examination .....	37
Academic Good Standing .....	41	Cultural Opportunities	
Academic Load - Normal .....	40	on Campus .....	20
Academic Policies Governing		Dean's List .....	41
Student Financial Aid .....	29	Degrees .....	48
Academic Regulations .....	37	Degrees With Latin	
Access to Student Records .....	43	Academic Honors .....	40,49
Administration .....	2	Discipline and Majors .....	50
Admission - Graduate .....	84	Discipline and Majors cont'd	
Admission - Undergraduate .....	34	Accounting .....	50
Advanced Placement Credit .....	37	American Studies .....	51
Application Procedure .....	36	Business Administration .....	51
Graduation Program		Communications .....	52
MBA .....	84	Organizational Management .....	53
Undergraduate Program .....	34	Psychology .....	54
Application for Financial Aid .....	30	Directory of Correspondence .....	2
Attendance .....	38	Disability Access .....	12
Auditing Courses .....	41	Discriminatory Harassment	
Awards and Honors .....	22	Policy .....	21
Calendar .....	5	Drop/Add Course .....	16
Campus Facilities .....	11	Experiential Education .....	24
Career Services .....	24	Final Examinations .....	38
CLEP .....	37	Financial Aid	
Community Life .....	19	Assistance .....	28
Computer Facilities and Services .	12	Eligibility .....	31
Computer Use Policy .....	13	Emergency Loan Funds .....	29
Course Description .....	59	Federal Aid Refund Policies .....	32
Accounting .....	60	Payment of Awards .....	32
American Studies .....	61	Financial Obligations .....	18
Art .....	61	Food Service .....	20
Business Administration ..	62,63,64	Glossary of Oglethorpe Terms .....	92
Communications .....	65	Grade Appeals .....	39
Computer Science .....	66	Grading .....	38
Economics .....	67,68,69	Graduate Program of Study	
English .....	69,70	<i>Master of Business Administration</i>	
French .....	70,71	Admission .....	84
General Science .....	71	Advisement and Registration ..	86
History .....	71,72,73	Capstone Courses .....	83
Mathematics .....	73	Content Courses .....	83
Music .....	73,74	Context Courses .....	82
Philosophy .....	74	Course Description .....	88,89,90,91
Physical Fitness .....	74	Overview .....	82
Politics .....	74,75	Graduation Exercises .....	41
Psychology .....	76,77,78	Graduation Requirements	
Sociology .....	78,79	Undergraduate .....	48,49
Spanish .....	79	Honor Code .....	44
Course Level .....	42	Honors and Awards .....	22

---

History .....	7	Psychology Minor .....	57
Incompletes .....	40	<i>O Book -The</i> .....	22
Institutional Refund Policy .....	17	Probation and Dismissal .....	41
International Students .....	34	Refund Policy .....	17
Internships -		Registration - Undergraduate .....	38
See Experiential Education .....	24	Repeating a Course .....	43
Latin Academics Honors .....	35,42,49	Residency Requirement .....	48
Learning Resource Center .....	25	Satisfactory/Unsatisfactory	
Library (Lowry Hall) .....	12	Option .....	39
Lowry Hall Library .....	12	Sexual Harassment Policy .....	21
Major Programs		Special Status Students .....	36
and Requirements .....	48	Student Classification .....	42
Minors .....	54	Study Rights and	
Accounting Minor .....	54	Responsibilities .....	20
Art Minor .....	55	Student Role in Institutional	
Business Administration		Decision-making .....	20
Minor .....	55	Transfer Students .....	35
Communications Minor .....	55	Transient Students	
Economics Minor .....	55	Graduate .....	85
English Minor .....	55	Undergraduate .....	36
History Minor .....	56	Tuition and Costs .....	15
International Studies Minor .....	56	Tutoring (ARC) .....	25
Organizational Management		Visitors .....	3
Minor .....	56	Withdrawal from a Course .....	42
Politics Minor .....	56	Withdrawal from the University ...	42



2007.040

May 21 - June 21

June 25 July 25



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